

INTERNATIONAL SOCIETY OF PHYSICAL AND REHABILITATION MEDICINE (ISPRM)

POLICIES AND PROCEDURES

Last revised by the ISPRM Assembly of Delegates held on November 6, 2025

I. Strategies to accomplish goals

1. Global Collaboration and Advocacy

- Foster and maintain long-term, strategic partnerships with the World Health Organization (WHO) and other United Nations agencies, supporting the integration of rehabilitation principles into global health policy frameworks
- Advocate for universal rehabilitation service access by contributing to global health initiatives, supporting equitable rehabilitation services across diverse populations and healthcare systems
- Advocate for the acceptance of principles and policies regarding educational processes of Physical and Rehabilitation Medicine (PRM)

2. Partnerships with National and International Societies

- Strengthen alliances with other national and international societies that share the goal of enhancing the quality of life of people with disabilities and impairments, collaborating on joint initiatives and campaigns.
- Develop collaborative innovation opportunities with these societies to foster advancements in PRM
- Collaborate with international academic institutions to establish standardized, globally recognized training programs and certifications for PRM
- Encourage the development of research networks that facilitate evidence-based advancements in rehabilitation, hosting joint symposia and forums for knowledge exchange

3. Representation and advocacy for rehabilitation physicians

- Actively represent the interests and perspectives of rehabilitation physicians in policy discussions with healthcare organizations, governmental and non-governmental bodies, and others
- Develop position statements and advocacy campaigns on behalf of rehabilitation physicians to influence relevant legislation and healthcare policy
- Collaborate with international academic institutions to promote and advance the study and practice of PRM

4. Global Events and Knowledge Sharing of PRM education and research

- Organize annual International Congresses that highlight innovations, best practices, and research in PRM, facilitating participation from a diverse, global audience

ISPRM POLICIES AND PROCEDURES

- Expand virtual and hybrid participation options to ensure inclusivity and knowledge sharing across regions with limited resources
- Encourage the development of research networks that facilitate evidence-based advancements in rehabilitation, hosting joint symposia and forums for knowledge exchange

5. Engagement with ISPRM Members

- Establish continuous feedback channels, surveys, and discussion forums to address members' needs, fostering a collaborative and supportive society culture
- Implement a mentorship/educational program to support new and mid-career rehabilitation professionals in career development, research, and clinical practice

6. Effective Management and Resource Allocation

- Utilize effective governance practices, with transparent decision-making and financial management to ensure organizational sustainability
- Secure funding and resource access for critical initiatives, including member support programs, research grants, and educational resources

II. Membership

Subject to any changes resolved by the Executive Committee from time to time there shall be three categories of membership of the ISPRM: National Society, Individual and Corporate Membership. All membership applications will be submitted to the Executive Director for processing.

1. National Society Membership

Eligible Societies must complete the appropriate application form, which will be reviewed by the Executive Committee for final approval. The Audit and Finance Committee will review the dues for each category annually. National Society and Individual Memberships each offer Active and Associate memberships.

- **Active National Society Membership** is open to established National Societies of PRM that are formally recognized within their country or countries. These societies should consist primarily of qualified physicians focused on providing care for individuals with impairments and disabilities and on advancing the practice of PRM.
- Ordinarily, each country will be represented by a single National Society. However, the Executive Committee retains the authority to grant active membership status to more than one National Society from a given country. When a single Active National Society Member represents a country, that society may appoint one representative to the Assembly of Delegates (AOD), who will hold voting rights. In cases where multiple Active National Society Members exist within a country, these societies will collectively appoint a single representative to the AOD with voting rights. It is the responsibility of the National Societies to designate their representative before AOD meetings and authorize this representative to vote on behalf of all National Societies from their country. If the National Societies of a

country cannot agree on a representative, they forfeit their voting privilege at the AOD.

- **Special Provision for Mainland China:** ISPRM has included two Active National Societies from mainland China since its inception. In recognition of this historical arrangement, each of these societies will continue to appoint a representative to the AOD with voting rights. This is the sole exception to the policy allowing more than one National Society with voting rights from a single country.
- Dues are to be paid annually. Failure to pay dues will result in the suspension of membership privileges, including representation in the AOD and the right to vote.
- **Active Individual Members of National Societies:** National societies that pay dues as Active National Society Members grant their members automatic Individual Active Membership status in the ISPRM for that year. Active Individual Members are eligible for election or appointment to any position within the AOD and the Assembly of Individual Members, provided they meet the additional qualifications outlined in Section VI, 2 of these Policies and Procedures to serve as an officer or Executive Committee member.
- **Associate National Society Membership:** This category is available to National Societies representing health professionals and academics engaged in fields related to PRM. Associate National Society Members may attend all Society meetings and activities but are not entitled to representation within the AOD, nor can they hold office. Like all memberships, dues for Associate National Society Membership are to be paid annually, and non-payment will result in suspension of membership privileges.

2. Individual Membership

Individual Membership offers various categories, allowing different levels of engagement and recognition within ISPRM. Dues for each category are paid annually, and failure to pay dues will result in suspension of membership privileges, including representation in the AOD, voting rights, and eligibility to hold office.

- **Active Individual Membership:** Open to physicians and surgeons who are qualified to practice in their respective countries, including those retired for no more than 5 years, and who are committed to the care of individuals with impairments and disabilities. Active Individual Members can nominate representatives to the AOD and Executive Committee, with full voting rights and eligibility to hold office. They may also be elected or appointed to any position within the AOD and Assembly of Individual Members, provided they meet the qualifications specified in Section VI, 3 of these Policies and Procedures.
- **Individual Honour Roll Membership:** Granted by the Executive Committee upon recommendation from the Awards Committee, this category honours Active Members who have made exceptional contributions to PRM. Each year up to three Honour Roll Memberships may be awarded. These members have the same privileges as Active Members, including voting rights, holding office, and participation in all ISPRM activities. Dues are waived for this membership category.

ISPRM POLICIES AND PROCEDURES

- **Individual Honorary Membership:** Awarded by the Executive Committee to individuals who have made outstanding contributions to the care and management of people with impairments and disabilities. Honorary Members may attend all ISPRM meetings and activities but do not hold voting rights or eligibility to hold office. Dues are waived for this membership category.
- **Individual Associate Membership:** This membership category includes two sub-categories:
 - i. **Professional Category:** Open to healthcare professionals holding a degree or diploma in a field related to PRM (non-Rehabilitation Medicine physicians) who have a primary interest in this field and in supporting people with disabilities. Professional Associate Members may attend all ISPRM meetings and activities but are not eligible to become members of the AOD, vote, or hold office. Annual dues are required; non-payment results in suspension, during which all membership rights are forfeited until dues are paid.
 - ii. **Medical Student/Trainee Category:** This category is open to medical students or trainees currently enrolled in programs that lead to specialty practice in PRM or those pursuing advanced specialization or degrees in fields related to PRM (such as postdoctoral rehabilitation engineering or doctoral studies in physiotherapy, occupational therapy, etc.). These members can attend all ISPRM meetings and activities but are not eligible to serve in the AOD, vote, or hold office. Membership in this category is limited to a maximum of six years. Annual dues are required; non-payment results in suspension, and members lose all privileges until dues are paid.
- **Individual Emeritus Membership:** This membership may be granted by the Executive Committee to any Individual Active Member who has held membership in the ISPRM for at least ten years, is retired from full-time professional practice, and has formally requested emeritus status. Emeritus Members are entitled to attend all ISPRM meetings and activities; however, they are not eligible to serve in the AOD, vote, or hold office. Dues are waived for members with emeritus status.

3. Corporate Partnership

- **Corporate Partnership** is open to corporations, whether for-profit or non-profit, that are dedicated to advancing the mission and goals of the ISPRM and are committed to supporting these efforts through contributions. Corporate Partners may attend all ISPRM meetings and activities, but do not hold voting rights or eligibility to hold office. Annual dues are required and will be reviewed periodically, and failure to pay will result in suspension of membership privileges until dues are brought up to date. Suspended members forfeit all rights of membership until suspension is lifted through payment of dues.

Cessation of membership

- The Executive Committee has the right, subject to the rules of natural justice and by a two-thirds majority decision, to cancel the membership of a member for actions deemed to be detrimental to the cause and objects of the ISPRM.
- The Executive Committee shall remove from the membership record the name and particulars of any Member who ceases to be a Member, and shall maintain a file or files of ceased Members
- A person who has ceased to be a member may be re-admitted to membership in accordance with the normal requirements for membership
- A Member may resign from the ISPRM at any time by giving notice in writing to the secretary
- Where the Member is an individual, that Member's membership will cease if the Member:
 - i. dies.
 - ii. becomes mentally incapacitated or whose person or estate is liable to be dealt with in any way under the laws relating to mental health; or
 - iii. is convicted of an indictable offense
- A Member who ceases to be qualified in the above terms, as amended from time to time, will cease to be a Member of the ISPRM

III. Assembly of Delegates (AOD)

1. The AOD shall be presided over by the President of the ISPRM and be responsible for the strategic decisions of the ISPRM, to include:
 - a) Approving amendments to the Statutes
 - b) Approving the financial statements of the preceding year
 - c) Endorsing the actions of the Officers
 - d) Selecting locations for upcoming World Congresses
 - e) Approving strategic plans
 - f) Approving collaborative initiatives
 - g) Electing the Vice President, the Secretary and the Treasurer
 - h) Electing members of the Leadership, Awards, and Nominating Committee
 - i) Electing Representatives of National Societies to the Executive Committee
 - j) Removing Officers who do not meet the standards of their positions
 - k) Dissolving the Society
2. Composition of the AOD
 - a) All members of the Executive Committee as described by the Statutes
 - b) One representative from each National Society
 - c) Fifteen Representatives of Individual Active Members as elected by the Assembly of Individual Members
 - d) Executive Director (ex-officio)

3. Election of AOD

- a) The *President-Elect* shall succeed in the role of Chair of the AOD and shall serve in this capacity until the next biennial election. If the President cannot assume or continue in office, the President-Elect will fill the vacancy.
 - b) *Immediate Past-President*: Automatically succeeds from the President role.
 - c) *President-Elect*: Automatically succeeds from the Vice President role.
 - d) *Vice President*: Members will be notified of the call for candidates. The Leadership, Awards and Nominating Committee will select a nominee for Vice President from the candidates. The nominee may be interviewed by the PC for further eligibility and alignment with ISPRM objectives. The nominee must hold a Medical Degree, be a PRM specialist with a minimum of 10 years of experience, be in "good standing of practice" in their country and professional organizations, preferably have a letter of support from the nominee's National Society, show active involvement in national and international organizations, and be a member of ISPRM. Nominees may be up to five years post-retirement but must remain actively engaged in PRM organizational activities in their country. The nomination must be submitted no later than three months before the upcoming ISPRM Congress, approved by the Executive Committee, and ratified by the AOD.
 - e) *Secretary and Treasurer*: Nominated by the Leadership, Awards and Nominating Committee, approved by the Executive Committee, and elected by the AOD.
 - f) National Society Representatives to the Executive Committee: Members and National Societies will be notified of the nomination process. Candidates must be nominated by a National Society, and elections will be held during the AOD for each ISPRM sub-area. Only National Society representatives will participate in these elections to select National Society representatives to the Executive Committee.
 - g) Each National Society shall nominate an Official Representative and confirm the nomination to ISPRM at least one week before the upcoming AOD. The Representative's term will be two (2) years, with the option for the National Society to appoint an alternate.
 - h) The Assembly of Individual Members shall elect 15 of its members to serve as Representatives of Individual Members in the AOD.
4. The AOD shall convene at least annually, with one meeting held concurrently with the World Congress. Additional meetings and votes of the AOD between World Congresses may be conducted electronically. For in-person meetings of the AOD, a quorum shall consist of the President or his/her delegate and at least 10 percent of the remaining Assembly members, except when the agenda includes amending the Statutes, removing an Officer, or dissolving the Society.

ISPRM POLICIES AND PROCEDURES

5. Between meetings, the Executive Committee shall assume the responsibilities of the AOD for actions that cannot be accomplished by email voting and require attention before the next Assembly meeting.
6. The AOD must approve ISPRM's annual financial accounts within six months of the fiscal year-end.
7. The AOD may remove an Officer following a hearing that finds the Officer did not meet the standards of his/her role.
8. Annually, the AOD shall approve the actions taken by all Officers since the last approval.
9. During meetings of the AOD, the President shall present a report summarizing ISPRM's major activities since the last meeting.
10. A member of the AOD is authorized to cast only one vote on each issue, even if that member represents more than one category of those forming the composition of the AOD. (See Section I.2.)

IV. Assembly of Individual Members (AIM)

1. All individual members of ISPRM will be part of the Assembly of Individual Members. However, only Active Individual Members are eligible to vote or hold office.
2. The Assembly of Individual Members will elect 15 Active Individual Members to represent ISPRM's individual members in the AOD. These representatives will serve staggered three-year terms, with five new representatives commencing each year.
3. The AIM will elect one Active Individual Member to serve as its Chair, responsible for overseeing the Assembly's activities and serving as one of the AIM representatives on the Executive Committee. This member must fulfil the criteria specified in Section VI, 3 of these Policies and Procedures. Active Individual Members from all major geographic areas of ISPRM will have the right to vote for the Chair of the Assembly of Individual Members. Assembly of Individual Members Chairs will serve two-year terms, aligned with the terms of the President, and may serve a maximum of two additional terms.
4. The Assembly of Individual Members will also elect two additional Active Individual Members to represent them on the Executive Committee. These members must meet the qualifications outlined in Section VI, 3 of these Policies and Procedures. Each will represent one of the two major geographic areas different from that represented by the Chair. Members from each of these two ISPRM major geographic areas will elect their own representatives, who will serve two-year terms in accordance with the Presidents' terms and are limited to a maximum of two additional terms.
5. The Assembly of Individual Members may conduct its business either through in-person meetings or via electronic voting.
 - i. The Assembly of Individual Members is not required to meet a quorum to conduct business during its meetings. A simple majority of the members present can pass motions and elect officers and representatives.

ISPRM POLICIES AND PROCEDURES

- ii. An electronic vote conducted by the Assembly of Individual Members does not require a quorum for its actions to be considered valid. A simple majority of those who cast their votes within 30 days can pass motions.
6. Appendix II of these Policies and Procedures outlines the detailed policies and procedures regarding the nomination and election of the representatives and Chair of the Assembly of Individual Members.

V. ISPRM Geographic Areas

1. The Executive Committee will coordinate the regional activities of ISPRM by designating specific geographic areas. The regional representatives for the AOD, Assembly of Individual Members, and Executive Committee will be elected by the voting bodies within those regions.
2. The three major geographic areas of ISPRM will be the Americas; Europe, Eastern Mediterranean, and Africa; and Asia-Oceania. These areas align with one or more of the WHO Regions and each consists of three sub-areas:
 - a) Americas (WHO Region)
 - I. North America (USA and Canada)
 - II. Central America
 - III. South America
 - b) Europe, Eastern Mediterranean, and Africa
 - I. Europe (WHO Region)
 - II. Eastern Mediterranean (WHO Region)
 - III. Africa (WHO Region)
 - c) Asia and Oceania
 - I. Central & East Asia (Partial WHO Region)
 - II. Oceania (Partial WHO Region)
 - III. Southern & Southeast Asia (WHO Region)

VI. Executive Committee

1. *The Executive Committee shall be formed by the following officers:*
 - President
 - President-Elect
 - Vice President
 - Immediate Past President
 - Secretary
 - Treasurer
 - Nine Representatives of National Societies: three Members each from the three ISPRM areas: The Americas; European, Eastern Mediterranean and Africa; and Asia-Oceania areas
 - Three Representatives of Individual Members: one from each of the three ISPRM areas
 - One Swiss representative, with either Swiss citizenship or his or her domicile in Switzerland.

- Executive Director (ex-officio)

2. Role and responsibilities:

- Leadership and Governance:
 - Provide strategic direction and decision-making to guide the ISPRM in achieving its mission and objectives.
 - Ensure transparency, accountability, and adherence to organizational policies and statutory requirements.
- Operational:
 - Oversee the day-to-day operations of the ISPRM, ensuring alignment with strategic priorities.
 - Support the implementation of initiatives, events, and programs.
- Financial Management:
 - Approve and monitor the annual budget and financial reports to maintain fiscal integrity.
 - Ensure compliance with financial policies and regulations.
- Member Engagement and Support:
 - Foster active member participation in ISPRM activities, including committees and groups.
 - Address member feedback and needs effectively to enhance engagement.
- Communication and Collaboration:
 - Facilitate communication between governing bodies, committees, and members.
 - Promote collaboration among members, stakeholders, and partners.
- Strategic Planning and Development:
 - Develop and implement initiatives to advance ISPRM's mission, vision, and strategic objectives.
 - Identify opportunities for growth and innovation in alignment with member and field needs.
- Administrative and Policy Implementation:
 - Ensure effective implementation of ISPRM policies, procedures, and operational practices.
 - Support smooth transitions for incoming officers and ensure continuity in organizational governance.
- Representation and Advocacy:
 - Represent ISPRM at national and international forums to advocate for its mission and strategic goals.
 - Build and maintain relationships with key stakeholders and external partners.

3. Qualifications

To be eligible for membership on the Executive Committee, candidates must meet the following criteria:

- a) possess a Medical Doctor degree with a PRM specialist title or an equivalent qualification.
- b) have a minimum of 10 years of experience in PRM practice or its national equivalent.
- c) be an active and engaged member of national and international PRM or related organizations.
- d) actively practice and/or participate in organizational activities within their own country.
- e) preferably have a letter of support from the National Society of their country.
- f) be an Active Member of ISPRM, either individually or through their National Society.

4. Terms and Methods of Selection

- a) President, one two-year term, automatic succession from President-Elect
- b) President-Elect, one two-year term, automatic succession from Vice President
- c) Vice President, one two-year term, elected by the AOD
- d) Immediate Past President, one two-year term, automatic succession from President
- e) Secretary, two-year term, maximum of two additional terms, elected by the AOD
- f) Treasurer, two-year term, maximum of two additional terms, elected by the AOD
- g) Nine Representatives of National Societies: one each from the southern, middle and northern Americas; one each from Europe, Eastern Mediterranean and Africa; and one each from Central & East Asia, Oceania and Southern & Southeast Asia; two-year terms, maximum of two additional terms; elected by the National Representatives of the AOD from the ISPRM areas that correspond to the areas the delegates represent.
- h) Three Representatives of Individual Members: one from each ISPRM Area: The Americas; Europe, Eastern Mediterranean and Africa; and Asia-Oceania; two-year terms, maximum of two additional terms; elected by the Individual Representatives of the Assembly of Individual Members from the ISPRM areas that correspond to the areas the delegates represent.
- i) Executive Director, ex-officio
- j) Presidents of all upcoming Congresses, ex-officio

5. Duties and responsibilities

President

ISPRM POLICIES AND PROCEDURES

The President of the ISPRM contributes to the effective leadership and governance of ISPRM, ensuring the organization remains responsive to its members' needs and the rehabilitation medicine field. It shall be the duty of the President to perform all duties imposed on them collectively or individually by law or as set out in the ISPRM Statutes and Policies and Procedures. At the President's discretion, he/she should involve the President Elect and the Vice President in the various tasks listed below to ensure key responsibilities for the organization's effective operation and governance, which include:

- a) *Operational decision-making*: The President is authorized to make operational decisions without requiring a formal vote from the President's Cabinet in situations where timely action is necessary. This authority applies when decisions must be made within 15 days or if the President's Cabinet is unable to provide a valid vote.
- b) *Consultation with Cabinet Members*: In instances where the President exercises this authority, it is imperative to seek counsel from as many members of the President's Cabinet as possible. This consultation process ensures that diverse perspectives are considered, promoting collaborative governance and transparency in decision-making.
- c) *Reporting obligations*: Should the President need to make decisions without a formal vote from the President's Cabinet or Executive Committee, a detailed report must be prepared. This report should outline the circumstances that necessitated the expedited decision, including the rationale behind the choice made and any relevant contextual information. This documentation is crucial for maintaining accountability and transparency within the organization.
- d) *Leadership and representation*: The President serves as the primary representative of ISPRM in various national and international forums. This role involves advocating for the organization's mission, values, and strategic objectives while building relationships with stakeholders and partners in the field of physical and rehabilitation medicine.
- e) *Strategic planning*: The President plays a pivotal role in guiding the strategic direction of ISPRM. This includes working closely with the Executive Committee and other governing bodies to develop and implement initiatives that advance the organization's goals and objectives.
- f) *Fostering collaboration*: The President is responsible for promoting collaboration among members, committees, and regional representatives. This includes encouraging participation in initiatives, facilitating communication, and creating opportunities for members to contribute to the organization's activities.
- g) *Oversight of organizational activities*: The President oversees the various activities and programs of ISPRM, ensuring they align with the organization's mission and objectives. This may involve coordinating events, overseeing project implementation, and evaluating the effectiveness of initiatives.
- h) *Promoting member engagement*: The President is tasked with enhancing member engagement and participation in ISPRM's activities. This includes

ISPRM POLICIES AND PROCEDURES

encouraging members to take active roles in committees, working groups, and other organizational initiatives.

Executive Director

The Executive Director holds a crucial role in ensuring the smooth and efficient operation of the Society's business, functioning in accordance with the contractual agreement established with ISPRM. The key responsibilities of the Executive Director include:

- a) *Operational management*: The Executive Director is responsible for overseeing the day-to-day operations of the ISPRM, ensuring that all activities align with the strategic objectives and policies set forth by the Executive Committee and its President. This includes implementing operational procedures and managing resources effectively to support the ISPRM's mission.
- b) *Accountability to leadership*: The Executive Director reports directly to the Executive Committee and the President, ensuring that the leadership is informed about operational matters and that decisions are made in alignment with the ISPRM's goals. Regular updates and reports to these bodies are essential for transparency and informed decision-making.
- c) *Collaboration with Key Officers*: The Executive Director maintains close relationships with the Secretary and Treasurer, particularly in matters concerning their specific areas of responsibility as outlined in Section VI, numbers 4 and 5 of these Policies and Procedures. This collaboration involves preliminary discussions on financial matters, communication strategies, and organizational activities.
- d) *Communication management*: The Executive Director ensures the timely production of communications to members, which includes newsletters, announcements, and other informational materials that meet the ISPRM's standards for clarity and professionalism.
- e) *Support for Executive Committee initiatives*: The Executive Director assists the Executive Committee in implementing initiatives and programs that further the ISPRM's mission. This may involve coordinating events, managing projects, and facilitating collaboration among various committees and working groups.
- f) *Member engagement*: The Executive Director is tasked with fostering member engagement and participation within the ISPRM. This includes developing strategies to encourage active involvement from members and addressing their needs and feedback effectively.
- g) *Budget and financial oversight*: The Executive Director collaborates closely with the Treasurer to ensure that the ISPRM operates within its budget and financial guidelines. This involves monitoring expenditures, preparing financial reports, and assisting in the development of the annual budget.
- h) *Policy implementation*: The Executive Director is responsible for ensuring that all policies and procedures of the ISPRM are implemented effectively and

ISPRM POLICIES AND PROCEDURES

adhered to by staff and members. This includes staying informed about updates to policies and ensuring that all operational practices align with them.

- i) *Strategic planning support*: The Executive Director contributes to the strategic planning process by providing insights and recommendations based on operational experiences and member feedback. This role includes helping to identify opportunities for growth and development within the ISPRM.

Secretary

The Secretary, with the support and assistance of the Executive Director, is responsible for a range of essential functions that ensure the efficient operation and governance of the ISPRM. The key responsibilities include:

- a) *Minute keeping*: The Secretary is tasked with maintaining accurate and up-to-date records of the minutes for the AOD, Executive Committee, and President's Cabinet meetings. This involves documenting discussions, decisions, and actions taken during meetings, and ensuring these records are accessible for future reference.
- b) *Membership management*: The Secretary ensures that annual membership fees are collected and recorded and that all correspondence and communications with members are managed regularly and in accordance with the established timelines outlined in the Statutes and Policies and Procedures. This includes sending reminders for fee payments and responding to member inquiries.
- c) *Membership application screening*: The Secretary screens membership applications before they are presented to the President's Cabinet and Executive Committee for approval. This involves verifying the eligibility of applicants and ensuring that all required documentation is complete.
- d) *Grant application review*: The Secretary is responsible for screening applications submitted to any existing International Educational and Development Funds. This includes assessing the eligibility and alignment of proposals with the Fund's objectives before forwarding them for further consideration.
- e) *Committee liaison*: Acting as a reference person for all committee-related projects, the Secretary facilitates communication between committees and the President's Cabinet. This ensures that committees receive the necessary support and that their activities align with the overall goals of the ISPRM.
- f) *Point of contact*: The Secretary serves as the primary point of contact between the Central Office and the President's Cabinet. This role involves relaying important information, coordinating meetings, and addressing any issues that may arise.
- g) *World Congress applications*: The Secretary screens applications to host a World Congress, ensuring that proposed locations meet the necessary criteria and guidelines established by the ISPRM.

ISPRM POLICIES AND PROCEDURES

- h) *Transition support:* The Secretary actively assists the incoming Secretary to ensure a smooth transition of secretarial duties. This includes providing guidance on ongoing tasks, sharing important documents, and ensuring continuity in communications and operations.
- i) *Administrative activities:* The Secretary is responsible for various administrative tasks that facilitate the routine operations of the ISPRM. This includes preparing agendas for meetings of the President's Cabinet, Executive Committee, and AOD, as well as reviewing the minutes from these meetings to ensure accuracy and completeness.
- j) *Additional responsibilities:* The Secretary may undertake any other administrative activities as required to support the operations of the ISPRM. This flexibility allows the Secretary to respond to emerging needs and challenges effectively.

Treasurer

The Treasurer, with the support and assistance of the Executive Director, is responsible for maintaining the financial integrity of the ISPRM, ensuring that resources are managed responsibly, and supporting the overall mission, ensuring its fiscal health. The key responsibilities include:

- a) *Budget preparation:* The Treasurer is responsible for preparing the annual budget estimates, as well as any interim budgets that may be required throughout the year. This involves collaborating with the Executive Director and other relevant stakeholders to assess financial needs and allocate resources effectively.
- b) *Financial reporting:* The Treasurer must report the annual account balance, detailing the ISPRM's assets and funds. This report should include a clear comparison of actual income and expenses against the approved budget estimates, providing transparency and accountability to the AOD.
- c) *Expense approval:* The Treasurer has the authority to approve expenses in accordance with the annual budget approved by the AOD. This ensures that all expenditures align with the ISPRM's financial plan and strategic priorities.
- d) *Online banking co-validation:* The Treasurer is responsible for co-validating transactions in the online banking system together with one other member of the President's Cabinet. This dual control process enhances security and accountability in financial operations.
- e) *Out-of-pocket expense approval:* In conjunction with another member of the President's Cabinet, the Treasurer is responsible for approving out-of-pocket expenses incurred by members. This process ensures that all reimbursements are valid and in line with the ISPRM's financial policies.
- f) *Financial recommendations:* The Treasurer is expected to make informed recommendations regarding any financial matters affecting the ISPRM. This includes providing insights on budget adjustments, funding opportunities, and financial strategies that support the organization's goals.

ISPRM POLICIES AND PROCEDURES

- g) *Transition support*: The Treasurer actively assists the incoming Treasurer to ensure a smooth transition of duties. This includes sharing essential information, guiding the new Treasurer through financial processes, and providing access to financial records and systems.
- h) *Compliance and record keeping*: The Treasurer is responsible for ensuring compliance with financial regulations and organizational policies. This includes maintaining accurate financial records, overseeing audits, and ensuring that all financial documentation is complete and up to date.
- i) *Member communication*: The Treasurer may also be involved in communicating financial matters to the members, ensuring that they are informed about the ISPRM's financial status and any significant changes that may affect them.

VII. President's Cabinet

The President's Cabinet is comprised of the following members: the President, Immediate Past-President, President-Elect, Vice President, Secretary, and Treasurer. This Cabinet plays a crucial role in the governance and operational decision-making of ISPRM.

- a) *Decision-making authority*: The Cabinet is responsible for addressing operational decisions that are referred to it by the President. This typically occurs in two scenarios:
 - I. When a decision must be made within 30 days to ensure timely action on matters affecting the ISPRM.
 - II. When the Executive Committee is unable to provide a valid vote on a particular issue, necessitating prompt resolution.
- b) *Collaboration and communication*: Members of the President's Cabinet are expected to work collaboratively, leveraging their diverse perspectives and expertise to make informed decisions. Effective communication among Cabinet members is essential to ensure that all relevant information is considered in the decision-making process.
- c) *Accountability*: The Cabinet is accountable for its decisions and must provide a rationale for actions taken during its meetings. Documentation of discussions and outcomes should be maintained to ensure transparency and facilitate future reference.
- d) *Regular meetings*: The President's Cabinet should meet regularly to discuss ongoing matters, review the ISPRM's activities, and address any emerging issues that require attention. These meetings provide a platform for members to share updates, insights, and recommendations related to their respective roles.
- e) *Reporting to the Executive Committee*: Decisions made by the President's Cabinet must be reported to the Executive Committee for their awareness and, when necessary, for further action. This ensures alignment between the Cabinet's decisions and the broader goals of the organization.

- f) *Support for the President:* The President's Cabinet serves as a support system for the President, providing guidance, feedback, and assistance in carrying out the responsibilities of the office.

VIII. Standing Committees

Leadership, Awards and Nominating Committee

The Leadership, Awards, and Nominating Committee is chaired by the Immediate Past President and consists of six additional members, each representing a different country, appointed with the approval of the President's Cabinet. This structure ensures diverse perspectives and a balanced representation across international boundaries.

- a) *Committee composition and term:* Members serve two-year terms, with a maximum of two consecutive reappointments, (further extension to be authorized by president – however maximum term should not exceed 6 years). This term structure promotes continuity while allowing for fresh insights and perspectives over time.
- b) *Candidate nominations for key offices:* One of the core responsibilities of the Committee is to identify and nominate candidates for the offices of Vice-President, Secretary, Treasurer, and the Leadership, Awards and Nominating Committee itself. However, these nominations should also be approved by the PC and /or the AOD. This process involves a thorough evaluation of potential candidates based on their qualifications, contributions to ISPRM, and commitment to advancing the ISPRM's mission. In the case when a recommended nominee from the Committee is not considered suitable by the PC/EC, they will need to be informed well in time. The nominee (according to natural justice) would then have the option to request review of their case with the Leadership, Awards and Nominating Committee Chair who will respond (with or without consultation of the PC/EC/AOD as required).
- c) *Award criteria development:* The Committee is responsible for developing and updating the criteria used to establish ISPRM awards and prizes. This includes defining eligibility, selection standards, and award categories, ensuring that criteria are aligned with ISPRM's values and objectives. Clear, transparent criteria help recognize individuals who have made significant contributions to the field.
- d) *Nomination of award recipients:* The Committee identifies and nominates individuals who have demonstrated exceptional achievements and contributions to the field of rehabilitation medicine to receive awards at the World Congress. These nominations are carefully reviewed based on established criteria and submitted to the President's Cabinet for approval, maintaining the highest standards of recognition.

ISPRM POLICIES AND PROCEDURES

- e) *Recommendations on award types*: The Committee also advises the President's Cabinet on the type of awards to be presented, whether plaques, certificates, cash prizes, or other forms of recognition. This responsibility includes considering the nature and prestige of each award, as well as available resources, to ensure that recipients are honoured in meaningful and impactful ways.

Audit and Finance Committee

The Audit and Finance Committee is chaired by the Treasurer. It will be responsible for overseeing the financial health and fiscal practices of the ISPRM. Its members, recommended by the President and approved by the President's Cabinet, collaborate to ensure ISPRM's financial policies are sound, transparent, and aligned with the organization's long-term goals.

- a) *Committee composition and term*: The Committee consists of the Treasurer as Chair and an unlimited number of additional members who bring diverse financial and organizational expertise. Members serve two-year terms, with a maximum of two additional terms, allowing them to contribute for up to six years in total. This term structure balances continuity with the infusion of new perspectives.
- b) *Financial oversight and supervision*: The primary responsibility of the Committee is to supervise the ISPRM's financial affairs, including budgeting, revenue allocation, and expenditure oversight. This involves regularly reviewing financial reports, assessing the ISPRM's fiscal position, and ensuring adherence to financial policies. Through these reviews, the Committee aims to identify any potential financial risks or areas requiring strategic adjustments.
- c) *Advisory role on financial matters*: The Committee makes informed recommendations to the Executive Committee regarding ISPRM's financial management practices. Their advice supports the Executive Committee in making decisions that align with the ISPRM's mission and growth objectives.
- d) *Membership dues structure*: The Committee is responsible for annually proposing the dues structure for each membership category. This involves evaluating membership benefits, comparing dues structures with similar organizations, and adjusting dues to reflect the ISPRM's financial needs and member demographics. The goal is to set fair and accessible membership fees that support the ISPRM's activities and goals.
- e) *Audit processes and financial transparency*: The Committee plays a key role in maintaining financial transparency and accountability within the ISPRM by implementing regular audit processes. These audits, at least every second year, are conducted with rigor and objectivity, and assure that the ISPRM's

ISPRM POLICIES AND PROCEDURES

financial records and practices comply with ethical standards and regulatory requirements.

- f) *Collaborative Financial Planning*: Working closely with the Treasurer, the Committee helps shape ISPRM's financial strategy, supporting initiatives that promote the ISPRM's mission. This includes aligning budgets with strategic priorities, funding key projects, and evaluating resource allocation to maximize impact.

Statutes Committee

The Statutes Committee is chaired by a designated Chair, with an unlimited number of additional members recommended by the President and approved by the President's Cabinet. This Committee is essential in maintaining and evolving the ISPRM's guiding framework through its statutes and policies.

- a) *Committee composition and term*: Led by the Chair, the Committee includes members selected for their expertise in governance, legal frameworks, and organizational policy. Members serve two-year terms, with no limit on the number of terms they may serve, enabling ongoing involvement and deep expertise within the Committee.
- b) *Review and revision of statutes*: The primary responsibility of the Committee is to review the ISPRM's Statutes, ensuring they remain relevant, comprehensive, and aligned with the evolving needs of ISPRM. This includes assessing current statutes to identify areas for potential updates and proposing amendments that enhance clarity, functionality, and responsiveness to changes in the field.
- c) *Policy and procedure recommendations*: The Committee also reviews and recommends changes to the ISPRM's Policies and Procedures. This role includes aligning policies with best practices, ethical standards, and legal requirements, ensuring that the organization's operations remain robust, fair, and effective.
- d) *Advisory role to the AOD*: The Committee serves as an advisor to the AOD, presenting proposed statute revisions or policy changes for review and approval. This collaborative relationship allows the Committee to bring forward well-considered recommendations that have undergone rigorous evaluation and discussion.
- e) *Continuous monitoring and adaptation*: The Committee actively monitors trends in organizational governance, legal updates, and the changing landscape of international rehabilitation standards. This proactive approach allows the Committee to propose timely modifications that keep ISPRM's governing framework progressive and adaptable.
- f) *Support for organizational growth and stability*: By ensuring that statutes and policies are consistently evaluated and updated, the Committee supports

ISPRM POLICIES AND PROCEDURES

ISPRM's structural integrity, helping the organization remain resilient, transparent, and strategically positioned for growth.

Communications Committee

The chair of the Communications Committee is appointed by the President and approved by the President's Cabinet. This committee oversees ISPRM's communication efforts across various media and platforms to ensure the consistent and high-quality dissemination of information.

- a) *Composition and Term:* Led by the Chair, the Committee consists of individuals selected for their expertise in communications and information dissemination, including a social media manager. Members serve two-year terms with no limit on the number of terms, promoting ongoing engagement and the development of in-depth expertise within the Committee. The number of members will adjust based on the Committee's scope and needs.
- b) *Responsibilities:* The committee formulates and executes a comprehensive social media strategy, manages the society's online presence, creates engaging content, and fosters audience interaction. Additionally, they monitor performance analytics and stay updated on emerging social media trends to ensure effective engagement and relevance.
- c) *Social Media:* The Communications Committee's responsibilities include creating and implementing a social media strategy, managing the organization's social media presence, developing content, and engaging with audiences. They also monitor analytics and stay updated on social media trends. Support staff will include a social media manager who collaborates closely with the Communications Committee chair, the President's Cabinet, and the Executive Director to ensure that timely and appropriate information is shared with ISPRM membership and the public across various social media platforms.
- d) *Website:* The ISPRM website's management and regular updates will be overseen by the Executive Director, who collaborates with the Communications Committee and members of the President's Cabinet to ensure that the content stays current and relevant. Key information on the website includes the ISPRM Statutes, Policies and Procedures, approved minutes from the AOD, and general information about the Society. Moreover, the website acts as a central repository for membership information, event calendars, newsletters, and announcements related to the World Congress.
- e) *News & Views (N&V) Newsletter:* The N&V newsletter, released quarterly in digital format, serves as a crucial communication resource for ISPRM members. The Communications Committee is responsible for its creation and works closely with the Secretary and Executive Director to manage the content. The newsletter will be distributed via the ISPRM website and/or direct email to all active members in good standing, ensuring widespread access and engagement with updates, news, and announcements from the society.

IX. Other Committees

The President, with the approval of the President's Cabinet, holds the authority to establish additional standing and ad hoc committees or task forces as needed. These committees and task forces, along with their chairpersons and members, are appointed to address specific mandates that support the operational and strategic functions of the ISPRM.

- a) *Formation and appointment:* The President may create new committees or task forces as necessary to address emerging needs or specialized areas of focus within the ISPRM. Each committee or task force is led by a chairperson and includes members with relevant expertise, appointed by the President with the President's Cabinet's endorsement.
- b) *Mandates and responsibilities:* Every committee and task force is assigned a clear, defined mandate that outlines its purpose, scope, and objectives. These mandates are developed to ensure each group aligns with the ISPRM's goals and effectively supports the work of the President's Cabinet, Executive Committee, and AOD. Mandates may include project-based work, policy advisement, research, or program development.
- c) *Term and renewal:* The standard term for members of these committees and task forces is a minimum of two years (maximum 6 years). However, terms are renewable based on the ongoing needs of the ISPRM, allowing committees or task forces to continue their work if their mandate remains relevant or expands.
- d) *Support for ISPRM's business:* These additional committees and task forces enhance the ISPRM's capacity to fulfil its mission and objectives. By addressing specialized areas and providing focused support, they enable the governing bodies to operate more efficiently and adapt to changing priorities.

X. Committee Operational Guidelines

Each Committee and Task Force within the ISPRM is required to establish clear operational guidelines to support their effective and organized functioning. These guidelines ensure consistency, transparency, and alignment with the ISPRM's mission and governance standards.

- a) *Guideline development and submission:* Every Committee and Task Force must draft its own operational guidelines within three months of formation or commencement of activities. These guidelines should outline the Committee's objectives, roles and responsibilities, meeting protocols, decision-making processes, reporting requirements, and any other procedural standards necessary for smooth operation.

ISPRM POLICIES AND PROCEDURES

- b) *Approval by the President's Cabinet:* Once developed, the operational guidelines are submitted to the President's Cabinet for review and formal approval. This review process ensures that each Committee and Task Force operates within a framework that aligns with the ISPRM's broader goals and governance practices.
- c) *Oversight and maintenance:* The Secretary and Executive Director are responsible for maintaining a record of all approved operational guidelines. They ensure that these guidelines remain current and accessible, making updates as needed to reflect any changes in the Committee's mandate or the ISPRM's policies.
- d) *Ensuring consistency and accountability:* With approved operational guidelines, each Committee and Task Force is equipped to function consistently and accountably. These guidelines provide a reference for members, enhance coordination across the ISPRM's activities, and help maintain continuity as membership changes over time.

XI. Special Interest Groups/Special Interest Councils

- a) *Formation of Special Interest Groups (SIG):*
 - i. ISPRM members with similar interests may form groups within the ISPRM called Special Interest Groups (SIGs). Similarly, the President's Cabinet may also initiate SIGs to cater to specific member needs.
 - ii. A minimum of 10 or more interested members must be part of the planned SIG before applying to the ISPRM President's Cabinet for approval to form a SIG.
- b) *Application process:* The application must include:
 - i. The proposed topic or focus of the SIG
 - ii. A detailed plan of activities outlining objectives and initiatives
 - iii. A leadership structure proposal to ensure sustainable management
- c) *Approval criteria:* The President's Cabinet approval of the establishment of a member-initiated SIG will be based on the SIG's potential to:
 - i. Contribute meaningfully to ISPRM's programs and initiatives
 - ii. Engage and attract a substantial number of members
 - iii. Achieve its proposed activities and objectives
 - iv. Maintain continuity through a solid leadership structure
- d) *Support for Approved SIGs:* Approved Special Interest Groups will receive:
 - i. A designated meeting space at the annual World Congress
 - ii. Inclusion of their business and/or scientific meetings in the Congress program and publicity materials
 - iii. Eligibility to bid for sessions on the scientific program.
 - iv. Recognition on the ISPRM website, including group identity and member listings

ISPRM POLICIES AND PROCEDURES

- e) *ISPRM-Initiated SIGs*: The President's Cabinet may establish SIGs on topics they consider essential to ISPRM's mission. For these SIGs:
 - i. Leaders are appointed to oversee the initial formation and gather at least 10 committed members.
 - ii. Once members are secured, the SIG must develop an activity plan and a leadership structure before seeking formal approval from the President's Cabinet.
 - iii. If approved, ISPRM-initiated SIGs receive the same support and recognition as member-initiated SIGs.
- f) *Special Interest Councils (SICs)*: SIGs that demonstrate the capacity for self-governance as a subgroup within the ISPRM and an ability to address the full spectrum of issues in their area of interest may become Special Interest Councils (SICs).
 - i. The President's Cabinet with the approval of the Executive Committee may delegate significant program responsibilities to SICs.
 - ii. SICs must establish formal leadership, policies, procedures, and a well-defined activity plan to support their expanded role within the ISPRM.
 - iii. All SIC activities, including program initiatives, financial management, and external collaborations, must align with ISPRM's leadership and strategic goals, ensuring cohesive integration with the ISPRM's broader objectives

XII. Voting Procedures

1. General Voting Mechanisms: The President's Cabinet, Executive Committee, AOD, all Committees, and Task Forces of ISPRM are authorized to pass motions using e-mail or web-based electronic voting, allowing efficient decision-making regardless of members' geographic locations.
2. AOD Voting Requirements:
 - i. *Quorum for voting*: At least 40% of voting members of the AOD must participate in a vote for it to be valid.
 - ii. *Approval threshold*: A simple majority of those voting members must approve the motion for it to pass.
 - iii. *Voting Period*: Votes must be received by the distributing officer or the Central Office within 90 days from the date the motion is distributed for an individual vote to be considered valid.
3. Executive Committee Voting Requirements:
 - i. *Quorum for Voting*: A minimum of 40% of voting members must vote on a motion for it to be valid.
 - ii. *Approval Threshold*: A simple majority of voting members is required to pass the motion.
 - iii. *Voting Period*: Votes must be received within 30 days from the distribution of the motion for an individual vote to be counted.
4. President's Cabinet Voting Requirements:

- i. *Quorum for Voting:* At least 60% of the voting members must participate in the vote.
 - ii. *Approval Threshold:* A majority of voting members must approve the motion for it to pass.
 - iii. *Voting Period:* Votes are valid if received within 15 days from the date of distribution by the officer or Central Office.
5. Committees and Task Forces Voting Flexibility: These should be included within group operational guidelines. For Committee and Task Force recommendations, the chair is empowered to set specific voting requirements, including:
 - i. The required number of participants needed to reach a quorum
 - ii. The percentage of affirmative votes needed to approve the recommendation
 - iii. The deadline for submission of votes

XIII. Council of Past Presidents

The Council of Past Presidents serves in an advisory role, providing insight and historical perspective on ISPRM's initiatives and challenges. It is chaired by the Immediate Past President, who automatically assumes this role following their presidency and serves a two-year term. This Council functions strictly as a consultative body and does not hold any executive or administrative authority in ISPRM governance or decision-making processes.

Its purpose is to offer guidance and support to current leadership, drawing on the collective experience of former ISPRM Presidents to help inform strategic direction and organizational growth.

XIV. World Congress

1. *Frequency:* The ISPRM World Congress will be held annually, bringing together the global physical and rehabilitation medicine community.
2. *Application Process:*
 - i. The call for applications to host the Congress will be announced four years before the anticipated date. Eligibility to apply is limited to Active National Societies or Active Individual Members in good standing, with all applications requiring full sponsorship by a National Society.
 - ii. Applications must meet the criteria outlined in the Bidding Guidelines, ensuring they align with ISPRM standards for hosting the event. A current member of the PC cannot present their country's bid to host a future congress. The President's Cabinet will initially review applications, after which they will be submitted to the AOD for final evaluation and selection.

ISPRM POLICIES AND PROCEDURES

- iii. To foster inclusivity and diversity, the Congress is encouraged to rotate among ISPRM's three major geographic areas: the Americas; Europe, Eastern Mediterranean, Africa; and Asia-Oceania.

3. *Accessibility Requirement:*

- i. All Congress facilities must be fully accessible to attendees, including individuals with mobility disabilities. Venues should be barrier-free for users of wheelchairs, walkers, canes, and other mobility aids.

4. *General Responsibilities:*

- i. The Congress will be organized by a Professional Organizing Company (PCO), with support from the Local Organizing Committee. This planning process is to be overseen by the President's Cabinet to maintain ISPRM standards and objectives.
- ii. The PCO and Local Organizing Committee must regularly report to the Executive Committee on Congress progress—at minimum annually or upon request by the President, Treasurer, or Secretary—to ensure transparency and alignment with ISPRM expectations.
- iii. The incoming Congress President shall serve as an ex-officio with vote member of the ISPRM Congress Committees for four years preceding the event.

5. *Financial Management and Accountability:*

- i. Funds collected by the PCO for the ISPRM Congress will be exclusively allocated for Congress-related expenses. Full financial accounts must be presented to the ISPRM Executive Committee and AOD for final approval.
- ii. The PCO will manage and present an initial standard budget, updating it at each Annual AOD or as requested by ISPRM leadership.
- iii. ISPRM will formalize its agreement with the PCO, including profit-sharing arrangements, defining profit metrics, accountability for any deficits from Congress, and strategies to prevent financial losses.
- iv. Congress finances will undergo a comprehensive audit conducted by an internationally recognized auditing firm, with auditing expenses covered by the Congress budget to ensure transparency and financial integrity.

XV. The Journal of ISPRM

- a) The Journal of ISPRM aims to enhance the quality and significance of research in physical and rehabilitation medicine (PRM) by promoting the integration of biophysical, psychosocial, and medical sciences. This approach aims to establish evidence-based PRM practices on a global scale. Additionally, the journal provides a platform for discussing contentious topics related to PRM, rehabilitation, and disability management that affect individuals with functional limitations and participation challenges. The Journal of ISPRM will collaborate with other journals and publications to further the shared mission of advancing PRM internationally. The

ISPRM POLICIES AND PROCEDURES

journal is led by an editor-in-chief appointed by the President and approved by the President's Cabinet. The editor-in-chief recommends the members of the editorial board for approval by the President's Cabinet.

- b) The journal will be published online at regular intervals. The official language is English.
- c) Position Papers
 - i. When there is a need for an official stance from the ISPRM on a specific topic, stakeholders may submit a proposal that includes a clear rationale to the President's cabinet for approval.
 - ii. In collaboration with the journal editor-in-chief, the President will appoint an ad hoc group to draft the statement. The President's Cabinet will review this draft for final approval before submitting it to the Journal of ISPRM. This process ensures that all official positions are prepared and aligned with ISPRM's mission and values.

XVI. Affiliations

1. The ISPRM will maintain an affiliation with the WHO and any other international organizations identified by the AOD as strategically aligned with ISPRM's mission.
2. ISPRM will actively pursue affiliations with regional PRM societies and other international societies related to PRM, fostering a unified approach to advancing the field.
3. The AOD will designate specific regional PRM societies with which ISPRM should establish mutual recognition and collaborative relationships to support shared objectives.
4. ISPRM and its affiliated regional PRM societies will establish formal two-year collaborative plans, outlining specific activities that each party will implement to advance their individual and mutual goals, benefiting PRM on both international and regional levels.
5. Before the conclusion of each two-year plan, ISPRM and its regional partners will evaluate the outcomes of their collaborative activities, offering feedback and recommendations for future initiatives.
6. For ongoing collaboration, ISPRM and the regional PRM societies will negotiate and agree upon new two-year plans that reflect evolving goals and expanded areas of cooperation.

XVII. Endorsement

- a) The ISPRM offers an endorsement program for external educational events, including courses, workshops, and conferences.
 - i. The application process is fully explained at the ISPRM website under "Endorsement of events."

ISPRM POLICIES AND PROCEDURES

1. Organizers seeking ISPRM endorsement must complete and submit a form with event details.
2. The ISPRM Education Committee reviews all applications and forwards recommendations to the ISPRM President's Cabinet for final approval.
3. There are two possible levels of endorsement:
 - a. Level 1 Endorsement is Applicable to general events such as conferences and symposia and allows the use of the ISPRM logo for event promotion (excluding certificates).
 - b. Level 2 Endorsement is applicable to workshops, seminars, and short courses. In addition to the online application, an on-site evaluation by ISPRM-appointed evaluators is mandatory.

XVIII. Amendments to Policies and Procedures

1. Proposals to amend or modify these Policies and Procedures can be submitted at any time by any Active Individual Member or Active National Society Member. Submissions should be sent directly to the ISPRM's Secretary and Executive Director for consideration.
2. Upon receipt, the President's Cabinet will review the proposal and, within two months, decide whether to support the proposed changes. The submitter will be informed of this decision.
3. If the President's Cabinet supports the proposal:
 - i. The proposal will be presented to the AOD via e-mail ballot or at the next scheduled meeting. Delegates will have a 90-day window to respond to an e-mail ballot. For proposals added to the agenda of a regular meeting, they must be distributed at least 90 days in advance.
 - ii. To pass by e-mail ballot, a proposal must receive a majority vote from those voting, with at least 40% of the AOD participating.
 - iii. At a regular meeting, a proposed amendment requires a second and a simple majority vote for passage.
 - iv. The AOD will inform the full membership of any approved changes within three months of approval.
4. If the President's Cabinet does not support the proposal:
 - i. The Active Member may request the Executive Director to place the proposal on the agenda of the next scheduled AOD meeting, provided the motion receives a second.
 - ii. Approval of this motion requires a two-thirds majority vote.
 - iii. Should the motion pass, the AOD will notify the full membership of the approved changes within three months of approval.
 - iv. These procedures ensure careful consideration and communication of amendments, reflecting the ISPRM's commitment to transparency and collaborative decision-making.

Appendix I

ISPRM ELECTION PROCEDURES

1. President's Cabinet (Elected by the Assembly of Delegates)

- **VICE PRESIDENT**

- This is a two-year term.
- The Vice-President is a member of the President's Cabinet and Executive Committee.
- The nominee must have a Medical Degree, be a PRM specialist with 10 years of experience, be in "good standing of practice" in his/her own country and professional organizations, preferably have a letter of support from the National Society of the applicant's country, have demonstrated involvement with national and international organizations, and be an active member of ISPRM.
- In accordance with the By-Laws, the Vice-President automatically progresses to the position of President-Elect.
- Applicants should submit a CV, a letter with his/her vision for ISPRM, list of the ISPRM Committees, task forces, or other responsibilities they have served on, demonstrate leadership experience at the country or regional level, and the commitment that they have the time and office support to fulfill their duties.
- The applicant must be registered at the ISPRM website, and the membership must be up to date.
- The applicant should send at least two recommendation letters from individuals or Societies/Associations.
- A "recommendation or support letter" from the applicant's National Society is highly valued.
- The person is expected to be able to participate effectively in monthly virtual meetings, WHO meetings (namely the annual World Health Assembly in Geneva), the annual ISPRM World Congress as well as other National and International Congresses or meetings.
- The nominee could be up to 5 years after retirement of actively practicing but she/he must be actively participating in organizational activities in PRM in his or her own country.
- The Awards and Nominating Committee is responsible for nominating the candidate for Vice-President amongst all candidates.

- **TREASURER**

- This is a two-year term with a maximum of two additional terms.
- This is an extremely important position that includes serving on both the President's Cabinet and the Executive Committee.
- The nominee must have a Medical Degree, be a PRM specialist with 10 years of experience, be in "good standing of practice" in his/her own country and professional organizations; have demonstrated involvement with national and international organizations and be an active member of ISPRM.
- The Treasurer with the help and assistance of the Executive Director will be responsible for: (a) the preparation of the annual budget; (b) annual Account Balance of the assets and funds of the Society with clear indication of income and

ISPRM POLICIES AND PROCEDURES

expenses as compared to the Budget Estimates; and, (c) making recommendations regarding any other financially related issues.

- The Treasurer Chairs the Audit and Finance Committee.
- Applicants should submit a curriculum vitae, his/her vision for ISPRM, list of the ISPRM committees, task forces or other responsibilities they have served on, and the commitment that they have the time and office support to fulfill the duties.
- The applicant must be registered at the ISPRM website, and the membership must be up to date.
- The applicant should send at least two recommendation letters from individuals or Societies/Associations
- It is highly valued a “recommendation or support letter” from her/his National Society.
- The Awards and Nominating Committee is responsible for nominating the candidate for Treasurer amongst all candidates.

• SECRETARY

- This is a two-year term with a maximum of two additional terms.
- This is an extremely important position that includes serving on both the President’s Cabinet and the Executive Committee.
- The nominee must have a Medical Degree, be a PRM specialist with 10 years of experience, be in “good standing of practice” in his/her own country and professional organizations; have demonstrated involvement with national and international organizations and be an active member of ISPRM.
- The Secretary with the help and assistance of the Executive Director will be responsible for: (a) keeping up to date the book of minutes of the Assembly of Delegates, Executive Committee and President’s Cabinet; (b) ensuring that annual membership fees, correspondence and general communications with all members are maintained regularly and periodically as established by By-Laws; (c) screening membership applications prior to presentation to the President’s Cabinet, Executive Committee for approval; (d) screening applications to hold a World Congress; and (e) any other administrative activity in the routine operation of the Society.
- Applicants should submit a curriculum vitae, his / her vision for ISPRM, list of the ISPRM Committees, task forces or other responsibilities they have served on, and the commitment that they have the time and office support to fulfill the duties.
- The applicant must be registered at the ISPRM website, and the membership must be up to date.
- The applicant should send at least two recommendation letters from individuals or Societies/Associations.
- It is highly valued to submit a “recommendation or support letter” from the applicant’s National Society.
- The Leadership, Awards and Nominating Committee is responsible for nominating the candidate for Secretary amongst all candidates.

2. Executive Committee Members Elected by the Assembly of Delegates)

- Nine Representatives of Active National Societies to the Assembly of Delegates:
One representing each from South America, Central America, North America, Eastern

ISPRM POLICIES AND PROCEDURES

Mediterranean, Europe, Africa, Southern and Southeast Asia, Central and East Asia, and Oceania

- To be eligible for the position of Representatives of the National Societies to the Executive Committee, one should fulfill the following criteria:
 - to have a Medical Doctor degree with a PRM specialist title or equivalent
 - to have at least 10 years of PRM practice or national equivalent
 - to be an active and participating member in national and international PRM or related organizations
 - to be actively practicing and/or participating in organizational activities in his/her own country
 - must be registered at the ISPRM website and the membership must be up to date.
 - to be an Active Member of the ISPRM (individually or through an Active National Society)
- Only Assembly of Delegate members from each sub-area may vote for the representative for their sub-area.
- To vote, one must be registered at the ISPRM website, and his/her membership must be up to date.
- The election results will be announced during the next Assembly of Delegates Meeting.

3. Executive Committee Members Elected by the Assembly of Individual Members)

The AIM elects three members of the Executive Committee. (See Appendix II for detailed Policies and Procedures.)

- All individual members of ISPRM are considered members of the Assembly of Individual Members (AIM). However, only Active Individual Members are eligible for any of the elected positions. Candidates must ensure that their ISPRM membership is up to date before applying.
- To be eligible for the position of Representative of Active Individual Members to the Executive Committee, the candidate should fulfill the following criteria:
 - to have a Medical Doctor degree with a PRM specialist title or equivalent
 - to have at least 10 years of PRM practice or national equivalent
 - to be an active and participating member in national and international PRM or related organizations
 - to be actively practicing and/or participating in organizational activities in his/her own country
 - to be an Active Individual Member of the ISPRM (individually or through an Active National Society)
 - The applicant must be registered at the ISPRM website, and the membership must be up to date.

4. Assembly of Delegates Members Elected by the Assembly of Individual Members

The AIM elects fifteen Representatives of Active Individual Members to the Assembly of Delegates: 5 representatives for Europe, Africa, and Eastern

ISPRM POLICIES AND PROCEDURES

Mediterranean area; 5 representatives for the Americas and 5 representatives for Asia & Oceania. (See Appendix II for related detailed Policies and Procedures.

- Applicant must be a physician and/or surgeon qualified to practice in your own country (or retired from practice 5 years or less) and his/her ISPRM Membership must be active.
- Applicants must be registered at the ISPRM website, and their membership must be up to date.
- The Candidates will be presented during the Assembly of Individual Members (AIM).
- Only members of the Assembly of Individual Members from each region can vote for representatives from their region.
- To vote, he/she must be registered at the ISPRM website, and the membership must be up to date.
- The election results will be announced during the Assembly of Delegates meeting at the ISPRM World Congress.

5. AIM Chair elected by the Assembly of Individual Members

The Chair is one of the elected representatives of the Active Individual Members to the Executive Committee and will also represent his/her geographic area on the Executive Committee.

- All members of the Assembly of Individual Members may vote for the position of Chair of the Assembly of Individual Members.
- The voting will take place during the World Congress at which the AoD elects the Vice-President. (See Appendix III for related detailed Policies and Procedures.)

APPENDIX II

ELECTION OF REPRESENTATIVES OF THE ASSEMBLY OF INDIVIDUAL MEMBERS DETAILED POLICIES AND PROCEDURES

I. General Considerations

- a. The intent of establishing the Assembly of Individual Members is to empower individual ISPRM members by enabling them to democratically elect representatives to ISPRM's governing bodies and to offer input on ISPRM initiatives that would benefit individual members.
- b. According to the Statutes, the Assembly of Individual Members may elect representatives for the following roles:
 - i. *AOD Representatives* (15 total): These representatives will serve three-year terms, with five representatives starting each year in a staggered schedule.
 - ii. *Executive Committee Representatives* (3 total): One representative will be elected from each of ISPRM's major geographic areas (Americas; Europe, Eastern Mediterranean, Africa; Asia-Oceania). These representatives will serve two-year terms that align with the terms of the ISPRM Presidents.
 - iii. Chair of the Assembly of Individual Members. The Chair of the AIM is one of its three representatives to the Executive Committee.
- c. Members elected to represent the Assembly of Individual Members in the AOD must hold Active Individual Member status within ISPRM.
- d. Additional Requirements for Executive Committee Membership: In addition to Active Individual Member status, Executive Committee representatives must:
 - i. Hold a Medical Doctor degree with a specialization in PRM or an equivalent credential.
 - ii. Have a minimum of 10 years of PRM practice or equivalent national experience.
 - iii. Be actively involved in PRM or related organizations at both national and international levels.
 - iv. Be currently engaged in practice or organizational PRM activities within their respective countries.
 - v. Be an Active Individual Member of the ISPRM (individually or through his/her National Society)
- e. The Chair of the Assembly of Individual Members must be an Active Individual Member of ISPRM.

II. Elections of the Assembly of Individual Members

a. Policies

Elections for the Assembly of Individual Members will take place at the ISPRM annual World Congress, ideally before the meetings of the ISPRM Executive Committee and AOD.

b. Procedures

i. Candidate Identification and Nomination

1. The ISPRM Central Office will send notifications to all Active Individual Members and National Societies, informing them that any Individual Member may nominate candidates for the positions of:
 - Representative to the AOD
 - Representative to the Executive Committee
 - Chair of the Assembly of Individual Members
2. Individual Members can nominate themselves or others who meet the qualifications for the respective positions.
3. The call for nominations will detail the specific requirements for each role and emphasize that all nominations must include evidence demonstrating that candidates meet the eligibility criteria for their desired positions.

ii. Candidate Eligibility Verification

The Central Office will review the documentation provided with nominations to ensure candidates meet all eligibility requirements.

iii. List of Eligible Candidates

- The Central Office will compile lists of eligible candidates for each role.
- Candidates will be organized by their major geographic area (Americas, Europe, Eastern Mediterranean and Africa, or Asia-Oceania).
- If no candidates are nominated for a position, it will remain vacant until the next election cycle.
- Candidates must be physically present during the voting on their candidacies.

iv. Voting Process

1. Voting for candidates will occur at the Annual World Congress.
2. Only Individual Members from the same geographic area may vote for candidates representing that area.
3. A candidate must receive a majority of votes cast to be elected.
 - a. If no candidate secures a majority in the first round, a second round will be held between the top two candidates.
 - b. Candidates may hold multiple roles, such as serving as both Chair of the AIM and as representative to the Executive Committee.
 - c. Candidates elected to the Executive Committee will serve as members of the AOD and will not be counted among the AIM elected AOD representatives.

v. Order of Elections During Presidential Transition Years

ISPRM POLICIES AND PROCEDURES

1. The Assembly of Individual Members will first elect the Chair from the list of nominees.
2. All Individual Members, regardless of geographic location, may vote for the Assembly of Individual Members Chair.
3. The elected Chair will serve as one of the Assembly of Individual Members representatives on the Executive Committee.
4. Following the Chair's election, two additional representatives will be elected to the Executive Committee, each from a different major geographic area than that of the Chair.
5. Only Individual Members from the same geographic area may vote for these respective representatives.
6. The Assembly of Individual Members will then elect five representatives to the Assembly of the Delegates, with voting open to all Individual Members.

vi. Elections in Non-Presidential Transition Years

In interim years, the Assembly of Individual Members will elect five additional AOD representatives to ensure staggered terms.

vii. Election Timeline and Deadlines

1. Nomination Process

- a. The Central Office will issue a call for nominations at least 60 days prior to the Assembly of Individual Members meeting at the ISPRM World Congress.
- b. Individual Members must submit nominations to the Central Office 30 days before the ISPRM World Congress.

2. Election Process

- a. The Central Office will compile and present the list of candidates for the Assembly of Individual Members meeting during the ISPRM World Congress.
- b. Voting by members of the Assembly of Individual Members will occur during this meeting.

Appendix III

ISPRM COMMITTEE OPERATIONAL GUIDELINES - LEADERSHIP, AWARDS AND NOMINATING COMMITTEE

1. Name

Leadership, Awards, and Nominating Committee

2. Mission

To identify and recommend outstanding candidates for ISPRM leadership roles and awards, fostering excellence and advancing the society's mission of promoting Physical and Rehabilitation Medicine globally.

3. Goals

1. To support the election process of the following positions:
 - President Cabinet
 - Vice President,
 - Secretary,
 - Treasurer.
 - Executive Committee members.
2. To prepare the criteria for the establishment of awards and prizes, recommend the type of awards (plaques, cash, other) and nominate candidates to receive awards and prizes.
3. To nominate the six members of the Leadership, Awards, and Nominating Committee.
4. To nominate candidates for chairing the ISPRM groups.

4. Membership

- a. **Number:** 6 nominated, 1 *ex-officio* liaison
- b. **Mechanism of selection:** The Committee will identify six nominees, after consulting with the ISPRM President, and forward them to the Assembly of Delegates. The Assembly of Delegates will approve the members of the Committee after consideration of the Committee report.
- c. **Eligibility:** ISPRM Active Individual members in good standing.
- d. **Terms of Appointment:** Two years, eligible for re-appointment for a maximum of 2 consecutive terms.

5. Organizational Structure

The Immediate Past-President will chair the Committee.

6. Meetings

The Committee Chair will convene meetings, conference calls and other methods of communication necessary for the Committee to accomplish its goals. At least 60% of the members must participate in the meeting to be valid. Approval may be held via email if not all members are present during the meeting.

7. Reporting mechanisms

1. The Committee will submit its report and propose nominees for elected positions to the President's Cabinet and Executive Committee for approval. The Committee Chair will present the report and the nominees for elected positions to the Assembly of Delegates to be voted.
2. The Committee will submit its recommendations regarding awards to the President's Cabinet.
3. Upon request of the ISPRM President, the Committee will submit its recommendations for candidates for chairing the ISPRM groups to the President for approval.
4. The Committee will submit any proposed changes to its operational guidelines to the President's Cabinet.

8. Required resources

- a. Central Office support to coordinate its activities.
- b. Conference call support.

9. Procedures

9.1 Nominations for elected positions

- a. The Committee will nominate candidates for the following positions every two years.
- b. It will submit these nominations to the Assembly of Delegates.
- c. The positions to be filled by election every two years are as follows:
 - Vice President,
 - Secretary,
 - Treasurer,
 - Six members of the Leadership, Awards, and Nominating Committee - Each member of the Committee other than the Chair will be from a different country.
 - Executive Committee members.
- d. The Central Office in coordination with the Committee will solicit nominations starting at least 6 months before the dates of the elections.
- e. Nominations should be through written letters that address the various criteria that will be used by the Committee in its selections.
- f. The Committee will use the following criteria in its selection of candidates:
 - Previous accomplishments within ISPRM.
 - Other accomplishments within PRM nationally and internationally.

ISPRM POLICIES AND PROCEDURES

- Lectures given at ISPRM and ISPRM endorsed Congresses.
- Regularity of attendance at Congresses associated with ISPRM Board Meetings.
- Commitment to assume the responsibilities for which nominated.
- Commitment to attend the Board meeting at which the election takes place.
- Commitment to attend Board meetings during their tenure on the Board.
- Paid up membership.
- Geographical distribution.
- Gender.
- g. The Committee is requested to interview candidates to make sure they understand the responsibilities of the positions and the commitment required.
- h. The Committee will submit its complete slate to the Central Office for distribution to the President's Cabinet at least 90 days before the dates of the elections, after the President's Cabinet approval, the Central Office will send the information to the Executive Committee asking to convey any comment within two weeks. Finally, the Central Office will send the nominations to the Assembly of Delegates at least 30 days before the dates of the elections.
- i. The ISPRM will not accept nominations from the floor at the AoD.

9.2 Awards

- a. The Committee will annually review the criteria for existing awards and make any recommendations for change to the President's Cabinet.
- b. The Committee will annually decide if there should be any new award:
 - The Committee will develop criteria for any new award.
 - The Committee will submit its recommendations for new awards and their criteria to the President's Cabinet for approval or non-approval.
- c. The Committee will nominate candidates for the following awards:
 - **Sidney Licht Lectureship Award**
 The Sidney Licht Lectureship Award was established by the International Rehabilitation Medicine Association (IRMA) in honour of Sidney Licht, its founding father and a tireless advocate for the expansion of rehabilitation medicine. The ISPRM continues this award to honour physiatrists who have made consistent contributions to the advancement of international physical and rehabilitation medicine.
 Those receiving the award will be respected and admired by their peers for their outstanding accomplishments in advancing the care of those with disabilities internationally, and for their leadership within the ISPRM. The ISPRM when selecting individuals for this award includes among the criteria recognition that the awardees have substantive information to share with their colleagues through the lectureships.
 The award is limited to one every year and need not be given at every congress.
 - **Herman Flax Lifetime Achievement Award**

ISPRM POLICIES AND PROCEDURES

The Herman Flax Lifetime Achievement Award was established by the International Rehabilitation Medicine Association in honour of Herman Flax who provided outstanding leadership to IRMA and his specialty throughout his long career as an academic physiatrist. The ISPRM continues this award to honour individuals with a lifetime of outstanding and unique contributions to the care of individuals with disability and the specialty of physical and rehabilitation medicine.

Individuals receiving this award will have made contributions in the areas of patient care, research, education, administration and advocacy including advancing the ISPRM. This award is ISPRM's highest honour.

It is limited to one every year and need not be given at every congress.

- **Individual Honour Role Membership**

Honour Role Membership can be awarded to any active ISPRM members in recognition of distinguished contributions to the ISPRM and to the field of PRM. These nominations are to be submitted to the Executive Committee for consideration. The Committee may nominate candidates for the Individual Honour Role Membership every year up to a maximum of 3 candidates per annum.

- **Haim Ring Memorial Award – Individual**

ISPRM established the Haim Ring Memorial Award – Individual to honour Haim Ring, its second President and an inspirational leader. It continues this award to recognize individual members who demonstrate outstanding accomplishments in promoting international visits and exchanges.

The Awards and Nominating Committee will submit a candidate for this award every year to the President's Cabinet for approval or non-approval, this award need not be given at every congress. The Committee will strongly consider the recommendation of the International Exchange Committee when identifying its recommended candidates.

- **Haim Ring Memorial Award – Institutional**

ISPRM also established the Haim Ring Memorial Award – Institutional to honour Haim Ring. It recognizes institutions who demonstrate strong engagement in hosting international visitors and exchanges.

The Awards and Nominating Committee will submit a candidate for this award every year to the President's Cabinet for approval or non-approval, this award need not be given at every congress. The Committee will strongly consider the recommendation of the International Exchange Committee when identifying its recommended candidates.

- **Individual Honorary Members**

Any person who has made outstanding contributions to the management and care of people with impairments and disabilities. Must not be an ISPRM Member.

- **Distinguished Researcher - Senior**

This award is for Individual members with outstanding research contributions to the field of PRM (Min. 11 years after residency).

- **Distinguished Researcher – Early Career**

This award is for Individual members with outstanding research contributions to the field of PRM (Max. 10 years after residency).

9.3 Nominations for the six members of the Awards, Leadership, and Nominating Committee

- a. The Committee will identify six nominees, after consulting with the ISPRM President, and forward them to the Assembly of Delegates. The Assembly of Delegates will approve the members of the Committee after consideration of the Committee report.

9.4 Nominations for Groups' Chairs

- b. Upon request of the ISPRM President to nominate candidates for leading a specific ISPRM group, the Committee will investigate and then nominate with the help of the previous Chair and other members of the group the best candidates for the available Chair position.
- c. The Committee will use the following criteria in its selection of candidates:
 - Previous accomplishments within the ISPRM.
 - Previous engagement within the ISPRM group.
 - Regularity of attendance at group meetings.
 - Commitment to assume the responsibilities for which nominated.
 - Paid up membership.
 - Geographical distribution.
 - Gender.
- d. The Committee will submit its report and nomination(s) to the Central Office for distribution to the ISPRM President.