

## Working Group Operating Rules

### 1. Meetings

#### 1.1. *Duly Constituted Meetings*

- 1) Reasonable notification (>4 weeks),.
- 2) Few last minute shifts in location (<< 1 per year).
- 3) Notification of all Working Group members, observers and liaison people (Notice to all Working Group members, observers, and liaison people in addition to any announcement given at a Plenary).

### 2. Voting Membership

#### 2.1. *Establishment*

2.1.1. Attend two out of four last four Plenary session

**2.1.1.1. One duly constituted interim Working Group or task group meeting may be substituted for the Plenary session**

2.1.2. Decision on membership is made just before start of a Plenary session. The last four Plenary periods are reviewed to see if the attendance requirements specified in 2.1.1 are met.

#### 2.2. *Retention*

2.2.1. Attend two out of four last four Plenary sessions

**2.2.1.1. One duly constituted interim Working Group or task group meeting may be substituted for the Plenary session**

2.2.2. Decision on membership is made just before start of a Plenary session. The last four Plenary periods are reviewed to see if the attendance requirements specified in 2.2.1 are met.

VOTING MEMBERSHIP ESTABLISHMENT and RETENTION

	1		2		3		4		5		6	
Meetings	A	a	B	b	C	c	D	d	E	e	F	f
1	X						X		☺			
2		X					X		☺			
3		X						X				
4	X	X	☺									
5		X		X	X		☺					
6	X							X	☺			

1. Membership starts at Plenary E
2. Membership starts at Plenary E
3. Membership attendance not satisfied, Plenary meeting not attended.
4. Membership starts at Plenary B
5. Membership starts at Plenary D
6. Membership starts at Plenary E

MEMBERSHIP RETENTION (Membership acquired before start of A, decision being made at end of Plenary period D, E and F)

	1		2		3		4		5		6	
Meetings	A	a	B	b	C	c	D	d	E	e	F	f
1	X						X				☹	
2		X					X				☹	
3		X						X	☹			
4	X	X									☹	
5		X		X	X							
6	X							X			☹	

1. Membership lost at start of F
2. Membership lost at start of F
3. Membership lost at start of E (No Plenary meeting attended for last 4 Plenary periods)
4. Membership lost at start of F
5. Membership lost at start of G
6. Membership lost at start of F