



## CONSTITUTION OF THE INTERNATIONAL MINERAL PROCESSING COUNCIL (IMPC)

[As amended at the Council meeting in Santiago 15 October 2013]

### 1. PREAMBLE

The principal purpose of the International Mineral Processing Council (hereinafter referred to as IMPC) is to maintain oversight over the various formal activities of the international mineral processing community and to represent the views of the international community of mineral processors as it sees appropriate from time to time. The Council is not a legally constituted body but is a common-interest unincorporated association of persons bound together for the common purpose of promoting the interests of the Council and its various activities. The Constitution of the Council incorporates the rules identifying in whom control of the Council and its funds are vested.

Primarily it has the authority to award the right to a country to host an International Mineral Processing Congress which draws together the world's leading mineral processing exponents in order to promote, network, discuss and reveal the latest advances in the science. The International Mineral Processing Congresses have an impressively high attendance. Its proceedings are published and represent the current state of the art in mineral processing. The International Mineral Processing Congresses began in 1952 as an unincorporated joint venture. The International Mineral Processing Congresses usually take place every two or three years.

### 2. ROLES

Chairman	is elected by the IMPC for two Congresses with a possible extension for a further one or two Congresses
Vice-Chairman	is President of the next IMPC
Vice-Chairman Designate	is President of the next but one IMPC

President	is elected by the Host Country organization and is responsible for the carriage of the next Congress and the Proceedings
Council Member	is a person who is elected to be a member of the International Mineral Processing Council in terms of the composition of the IMPC. Council members are ex officio members of the International Advisory Committee.
Member	is the representative of each country and is nominated by the country professional association, together with an Alternate. Each country may have only one Member and that Member, or the Alternate, are the single representative of each country. Members constitute the International Advisory Committee
Alternate	is nominated in the same way as a Member and represents the Member as required
Life Member	is all past Chairmen and Presidents who have all the rights of a Member
IMPC Delegate	is a registrant at a Congress

### **3. COMMITTEES**

#### **3.1 INTERNATIONAL MINERAL PROCESSING COUNCIL**

##### Composition:

The Council shall consist of the current Chairman, Vice-Chairman and Vice-Chairman-Designate, the immediate Past Chairman, the Congress Presidents of the last five Congresses, Chairmen of Commissions established by Council and eight other Members who are elected by the Council.

A Country may request that an eligible past President be replaced by their current Member in special circumstances. Such a nominee should be a person of considerable international stature and shall require the approval of Council before he/she takes up this position. If Council does not support this replacement the position shall remain vacant. The Council may for special reasons co-opt a person(s) as members of Council for a maximum period of one term (a term being defined as the period between two Congresses).

The eight elected members shall be decided upon by secret ballot conducted by the Council and shall be selected from persons nominated by any Council Member or Member of the International Advisory Committee, supported by two other persons from these bodies. At each Congress meeting of Council four new members will be elected. The term of office of an elected member is for the period from the n<sup>th</sup> IMPC at which they were elected until the (n+2)<sup>th</sup> Congress. Outgoing elected members shall be eligible for re-election. Nominations shall reach the Chairman of the IMPC at least one month before the beginning of the next International Mineral Processing Congress. In the event of a tie the successful candidate shall be determined by a draw from a hat.

Unless otherwise determined, Council Members are personally responsible for the costs of attending meetings of Council.

Chairman:

The Chairman is elected by a simple majority of votes of the Council. The position of Chairman is for two Congresses and the Chairman can be re-nominated for a further one or two Congresses. The Vice-Chairman acts as Chairman in the Chairman's absence.

Duties & Responsibilities:

The Council is responsible for all policy decisions of the Council, the selection of Host Countries for Congresses and all dealings with the Host Countries. The responsibility for such dealings may be delegated by Council to the Chairman of the Minerals Processing Commission.

In making its policy decisions, the Council will be advised by the International Advisory Committee. Council will decide how Congress delegates may be invited to advise both Council and the International Advisory Committees on a range of matters.

Having selected Host Countries, Council will receive and approve or amend as appropriate the Strategic Plan submitted by the Congress Organizing Committee which will include the process of calling for and selecting papers for inclusion in the Proceedings. As mentioned above, Council may delegate such responsibilities to the Chairman of the Minerals Processing Commission.

Council will approve the Chairman's budget.

An elected member who fails to attend two consecutive meetings without due reason shall be deemed to have resigned from the Council.

Meeting Frequency:

Council will meet as required but, at a minimum, at each Congress and once between Congresses. Meetings may be held in person or by telephone.

Voting Rules:

Except when choosing a Host Country or deciding on the Distinguished Service Award, voting on all matters in all Committees shall be by a simple majority of those attending, either in person or by telephone, and eligible to vote. The Chairman shall have a second or casting vote.

In the absence of the Chairman, the Vice-Chairman will manage proceedings and will hold the proxy vote of the Chairman, his own vote as Vice-Chairman and the Chairman's casting vote if required.

Both the Vice-Chairman Designate and the President are entitled to appoint a proxy to represent them in their absence.

The procedure for selecting Host Countries is detailed in a separate section of the Constitution.

### **3.2 INTERNATIONAL ADVISORY COMMITTEE**

#### **Composition:**

This Committee is chaired by the Chairman and includes all Council Members and Members. Past Chairmen and Presidents are automatic Life Members of this Committee.

All countries judged to have a sufficient mineral processing interest and activity shall be entitled to nominate a Member and an Alternate. Nominations shall be made at any time by the appropriate national professional association and/or learned society for approval by the Council.

#### Chairman:

The Chairman chairs this Committee. In his absence, the Vice-Chairman will assume the Chairman's role and, if both are absent, the Members will vote to elect a Chair for that meeting only.

#### .Duties & Responsibilities:

The International Advisory Committee is a prime support base for the IMPC. It is made up of delegates that have close affiliations with the recognized and leading professional associations in any country and are themselves renowned experts.

The International Advisory Committee has a real role in the life of the IMPC. Their first and foremost responsibility is to materially assist with each Congress by:

- Commenting to the Council on the remit of the upcoming IMPC and experience from past IMPC's.
- Actively soliciting papers.
- Active involvement in the refereeing of papers.
- Actively recruiting delegates to attend the IMPC.
- Nominating persons for Council membership
- Nominating persons for the Lifetime Achievement Award

The IMPC establishes Commissions from time to time which aim to provide a forum to discuss key issues that have global reach and can be usefully addressed by the wider network of the IMPC. The Commissions also help in shaping IMPC Congresses. International Advisory Committee members are encouraged to play an active role in one or more of these Commissions.

The Committee may retire Members (and their Alternates) who have been deemed to not have been active for a significant period of time.

Meeting Frequency:

This Committee will meet at least once at each Congress and discuss any matter except those specifically reserved as the responsibility of Council.

Voting Rules:

Voting will be by a simple majority of those present and eligible to vote with the Chairman having a casting vote.

#### **4. IMPC COMMISSIONS**

The Council may from time to time establish Commissions whose task will be to give attention to matters which in the view of the Council require a formal status. Such Commissions will be required to report formally to the Council and the International Advisory Committee at each Congress on their activities. The Chair of a Commission established by Council should preferably but not necessarily come from the Council membership at the time of its establishment. In such cases appointment would be via nomination and secret ballot. The Council will regularly review the continuation of these Commissions.

Commissions will generally have a limited lifetime but may be continued in a 2<sup>nd</sup> or 3<sup>rd</sup> Phase as decided by the Council from time to time. The work of a particular phase of a Commission should normally be concluded preferably through a special session in a Congress dedicated to the work of the Commission during its lifetime. The Proceedings from such a Session could be published as a Special Volume of a journal or in some other appropriate form.

The current Commissions are:

Minerals Processing Commission which acts on behalf of the Council in ensuring that Congresses are generally compliant with the normal standards and requirements set by Council. This Commission also oversees the activities of the International Advisory Committee.

Education Commission which monitors global trends of interest to the Council regarding educational developments, skills development, skills availability in minerals processing.

Sustainability Commission which promotes best practice in regard to sustainability in the minerals processing industry.

#### **5. IMPC AWARDS**

##### **5.1 LIFETIME ACHIEVEMENT AWARD**

### Composition:

The Chairman of this Committee will be appointed by the Council. The Committee includes the President of the forthcoming Congress and the past three Presidents. Previous recipients of the Award may be consulted by the Chairman for an opinion on the candidates nominated.

### Duties & Responsibilities:

The IMPC Lifetime Achievement Award recognizes a lifetime of distinguished achievement and outstanding contribution to the advancement of the art, science and industrial practice of mineral processing together with participation in and contribution to the IMPC.

This Committee will choose the recipient who will be presented with an appropriate trophy arranged by the Organizing Committee of the relevant Congress and a Scroll. This will usually take place at the Congress banquet. The recipient will be invited by the Organizing Committee to present a Plenary Lecture at the Congress at which the Award is made.

The Committee reserves the right not to make such an Award at any given Congress.

The Award may only be awarded posthumously when the recipient dies in the period between the decision to make the Award and the presentation ceremony.

### Voting Procedures:

Only Members may nominate candidates for the Award. Three other persons, who may or may not be Members but who are distinguished in the field of mineral processing and are not from the same organization as the candidate must support each candidate's nomination.

No Member may nominate more than one candidate. Nominations are to be forwarded to the Chairman of the Award Committee who will be appointed by Council at each Congress.

A nominating Member must obtain the approval of the candidate prior to their nomination and must include the following: a full CV of the candidate; the names and contact details of the other three supporters; a statement highlighting the lifetime achievement and global impact of the contributions of the candidate.

Voting will be by a simple majority of those present and eligible to vote. The Chairman will have a casting vote but only when there can be no apparent conflict of interest in his exercise of the casting vote. The Chairman is required to inform the Council of the name of one recipient. The decision of the Committee is final.

Unsuccessful nominees may be invited by their nominator to allow their candidacy to be taken forward for a maximum of two further Congresses.

### Meeting Frequency:

This Committee will meet at least once before each Congress or more if required to determine an Award winner.

## **5.2 DISTINGUISHED SERVICE AWARD**

Council may from time to time make an award known as the "Distinguished Service Award" to persons who have over a sustained period made distinguished and noteworthy contributions to the field of Mineral Processing and the activities of the Council and/or its Congresses. Recipients of such an award may be nominated by any Member of Council. These should be sent to the Chairman at least one month before any formal meeting of Council and be accompanied by an appropriate citation and CV. A  $\frac{2}{3}$  majority of Council members present at the meeting is required to carry the proposal. Current Council members are not eligible for nomination.

This award is not to be confused with the IMPC Lifetime Achievement Award -which is awarded on the basis of outstanding contributions to the advancement of the art, science or industrial practice of mineral processing and for which the nomination procedure is substantially different.

The Award may only be awarded posthumously when the recipient dies in the period between the decision to make the Award and the presentation ceremony.

## **5.3 YOUNG AUTHOR AWARDS**

The Organizing Committee of a Congress will arrange to make ten Young Author Awards for the ten most outstanding papers presented at the Congress in which the major author is a person less than 35 years of age at the date of the Congress. The Award will be a Scroll signed by the Chairman and may, at the discretion of the Organizing Committee, be accompanied by a prize. The Committee is encouraged to use the members of the Council as adjudicators of the papers being considered for this award. The Organizing Committee should ensure that it is very clear to all authors submitting papers for the Congress that they may, if eligible, indicate that they wish their paper to be considered for such an award. In this case the author should submit a document signed by a senior colleague confirming that the author is eligible in terms of the age criterion and is the major author of the paper. This Committee may choose not to make a Young Author Award. The Award may be made only once to any person and no such Award will be made posthumously.

## **6. IMPC FINANCIAL ARRANGEMENTS**

The IMPC does not maintain any bank account and has no permanent source of income.

In order to support the role of Chairman and the administrative costs of the IMPC Secretariat, a levy of \$USD15.00 per Congress Delegate will be paid. This levy will also cover the costs of the IMPC Medal and Young Author Award.

Council will review the amount of this levy from time to time.

## **7. IMPC HOST SELECTION PROCEDURES**

Recognizing that many countries may wish to host the IMPC, Council has adopted the following procedures to facilitate the identification and choice of Host Countries.

Council undertakes to ensure fairness and transparency in all its dealings with prospective hosts.

### Call For Proposals:

The Call for Proposals is made by Council and is to be publicized at least seven years in advance of each Congress.

### Regions:

For selection purposes, the world is divided into the following Regions:

- (1) the Americas
- (2) Africa, the Middle East and India
- (3) Asia including China, Japan and Australasia
- (4) Europe (including Russia)

Each Region will in turn present Proposals to Council and is therefore guaranteed a Congress every twelve years provided always that suitable Proposals are received. Ultimately the quality of the bid will be of critical importance when Council makes its decision.

Where a country which has never previously hosted a Congress wishes to present a Proposal, this can be made independently of their Region.

If no suitable Proposal is received from a Region, Council may call for Proposals from the next Region in the rotation.

### Application Process:

Proposals will only be accepted from recognized national professional organizations or learned societies in the relevant region which are properly and legally constituted.

The normal practice will be to invite bidding countries to submit a Preliminary Bid at the time of the (n-3) Congress for consideration by the Council where 'n' represents the Congress for which the bid is being made. Such bids will normally take the form of a Power Point presentation with hard copies made available for the Council members. Issues to be addressed in the Preliminary Bid should include:

1. The name of the professional/scholarly/scientific under whose aegis the Congress will be organized (e.g. national Academy, scholarly Society, Institution, etc)

2. The person who will most likely head the Organizing Committee
3. The probable structure of the Organizing Committee
4. The ability to finance and underwrite the cost of the Congress
5. Previous experience in the organization of large, international conferences
6. Availability of a suitable Congress venue and appropriate accommodation
7. Availability of flights from various continents to the host city
8. Potential to obtain support from industry and government
9. The proposed broad outline of the technical and social programme of events for the week of the Congress
10. Any specific topics/themes which would receive special attention during the Congress (e.g. specific processes, mineral types, technologies, etc, of significant local interest)
11. Visa regulations of the host country
12. Local transport infrastructure
13. Likely cost of delegate registration(estimate)
14. Availability of local industry tours
15. Cultural and religious considerations
16. Processes to be used to referee abstracts and final papers submitted for the Congress. The Committee is encouraged to make use of members of the International Advisory Committee for this purpose.
17. How long before the Congress will you require Abstracts and Full Papers, respectively, to be submitted?
18. Processes to be used to identify suitable Plenary and Keynote Lecturers.
19. Any other matters which the applicant considers relevant.

All Proposals to submit a preliminary bid are to be received by the Chairman by the date he/she indicates in the Call for Proposals.

Competing organizations in the same Region are encouraged to collaborate and co-operate in the preparation of Proposals. Proposals are made entirely at the cost of the applicants.

Proposers are strictly prohibited from offering any Council member gifts or other inducements.

After the meeting at which the bidding countries have presented their Preliminary Bids the Council shall formally invite those shortlisted on the basis of their preliminary bid to submit a formal comprehensive bid at the (n-2) Congress at which a final decision will be made by Council on the country to host the 'n'<sup>th</sup> Congress.

#### Selection Criteria:

Council must be completely satisfied that Proposers are able to fully meet the following essential selection criteria;

- The ability to protect the health and safety of attendees
- The ability to finance and underwrite the cost of the Congress
- The organizational and management skills and resources required in running a large, international congress.

Council will also require detailed information on the following :

- Any other matters which the applicant considers relevant

#### Council Deliberations:

Council will meet, either in person or telephonically, to review and discuss all formal Proposals. Council must be fully satisfied that the Proposals have met and will continue to meet all three of the essential selection criteria. If there is any doubt, the Proposal may be rejected. Council may require tangible evidence to be produced to support rejection claims.

Council will consider all material and information presented to them in a fair and objective manner.

Voting on the final decision will be by secret ballot. In the event of a tie, the Chairman, having no conflict of interest, shall have the deciding vote and shall choose between the tied Proposals. The Chairman's casting vote will be final.

If the Chairman has a conflict of interest, he shall withdraw and the Vice-Chairman shall have the casting vote.

Council shall keep a record of their deliberations and the Chairman must be able to advise unsuccessful Proposers of the reasons for their lack of success.

Once the country selected to host the Congress is identified, the President of the Organizing Committee shall liaise with the Chair of the Minerals Processing Commission of the Council from time to time with regard to ensuring that the Congress is compliant with the normal standards and requirements set by Council. The Chair of the Commission shall become an ex officio member of the Organizing Committee but will not be expected to physically attend meetings of the Organizing Committee.

## **8. CONGRESS ORGANISING COMMITTEE**

#### Composition:

The President chairs this Committee and is responsible to the Council for implementing an enabling structure to ensure effective planning and carriage of the Congress.

The structure of this Committee is not pre-determined but Council must be satisfied that its composition and operation are appropriate to carry out all the Duties and Responsibilities.

In the interests of continuity the Organizing Committee shall co-opt the Presidents (or alternates) of the previous and the forthcoming Congresses. These persons do not need to physically attend the meetings of the Committee but should be kept informed at all times of its deliberations.

Full details of the Committee's structure and operation must be included in the Strategic Plan

Duties & Responsibilities:

This Committee is responsible for the safe and effective running of Congress and, in so doing, must submit a Strategic Plan well in advance of the Congress and receive the support of Council to implement that Plan as submitted and amended by Council.

Following the conclusion of the Congress, this Committee will present a full report to Council on the Congress that includes details of attendees, financial outcomes and all other relevant matters.

This Committee is required to fund the Chairman's budget, the IMPC Lifetime Achievement Award trophy and the Young Author Awards.

Meeting Frequency:

This Committee will meet as required according to its own schedule and timetable but Council always reserving the right to ensure that plans are progressing according to the Strategic Plan submitted.

Voting Procedures:

This Committee will regulate its own affairs in accordance with its internal rules and procedures.

## **9. CONGRESS PROCEEDINGS**

Copyright of Congress papers will be held by the author and not the organizing body and hence authors will be free to submit their work after the Congress to a journal of their choice. The journal will obviously apply its own reviewing rules. Notwithstanding the above the Organizers of a Congress may publish a book of proceedings and/or abstracts for the Congress. They must in any event provide delegates with copies of all papers accepted for the Congress in an appropriate electronic form. The Council will also undertake to make the Proceedings of Congresses publicly available after the Congress in some appropriate way.

## **10. AMENDMENTS TO THE CONSTITUTION**

Proposals for an amendment to the Constitution can be submitted by any member of the International Advisory Committee or the Council (with at least two supporting signatures from persons who are members of either of these Committees). Such submissions must be submitted to the Chairman at least one month prior to any formal meeting of Council. A  $\frac{2}{3}$  majority of those present at the Council meeting is required to approve an amendment. Members unable to attend a meeting may cast a postal vote which must be received by the Chairman no later than one month prior to an International Mineral Processing Congress.