

COMITÊ BRASILEIRO DE CERTIFICAÇÃO DE ENGENHARIA CLÍNICA

THE BRAZILIAN BOARD OF EXAMINERS FOR CLINICAL ENGINEERING CERTIFICATION

BYLAWS/OPERATIONAL GUIDELINES

(English Version, Revision 4.0, January 1997)

1. GENERAL

These Bylaws provide detailed guidelines for the operation, supervision, and management of CBC affairs in accordance with CBC Constitution. Amendments may be made as hereinafter set forth, and shall take effect as therein provided. Whenever there is a conflict between the Constitution and these Bylaws, the former takes precedence.

2. ABBREVIATIONS

- 2.1. The Brazilian Board of Examiners for Clinical Engineering Certification shall hereinafter be referred to as CBC because of the initials of its name in Portuguese.
- 2.2. The International Certification Commission for Clinical Engineering and Biomedical Technology shall hereinafter be referred to as ICC.
- 2.3. The term CCE shall mean certified by ICC in Clinical Engineering.

3. MEMBERSHIP ADMISSION

- 3.1. Members shall be admitted only by invitation from CBC.
- 3.2. Any member may resign his or her position on CBC by written request to the Chairperson.
- 3.3. Any interested organization or person may petition CBC for consideration for membership.

3.4. Any member may suggest individuals for consideration for membership.

3.5. Any candidate for consideration to membership must submit a résumé to the Chairperson, who will distribute a copy of the résumé to each member before the pertinent vote.

3.6. Membership shall be limited to those candidates who have won the approval of the majority of the current members. Approval shall be by vote, either by mail or at a meeting.

4. MEMBERSHIP TENURE

4.1. Tenure of the voting membership shall be three years at a time, except as noted in paragraph 4.8a.

4.2. Voting members can be re-elected for a consecutive term of three years (see paragraph 4.8).

4.3. A former voting member may be renominated after a 3-year hiatus from membership.

4.4. Non-voting members do not have limits on their tenures.

4.5. Any member may be removed by two-thirds vote by CBC.

4.6. A voting member can automatically lose membership if he or she is

absent from two consecutive official meetings, unless he/she provides a justification which is accepted by CBC.

- 4.7. A member can also automatically lose membership if he or she fails to respond within sixty days to two written CBC actions initiated by the Chairperson or sponsored by two members.
- 4.8. The terms of the Chairperson, Chair-Elect, and Secretary/Treasurer shall also be three years.
 - 4.8.a. Once elected or reelected, the CBC officers are not subject to the maximum of six years of continuous service.
- 4.9. The Chairperson shall not serve more than two consecutive terms in office.
- 4.10. After completion of his/her term(s), the Chairperson may not continue to serve on CBC as a voting member until after a 3-year hiatus.

5. OFFICERS

- 5.1. The officers of CBC shall be elected by a two-thirds vote. Each elected officer shall be immediately installed after election.
- 5.2. All matters of business related to nomination and election of Officers which provisions are not specifically included in these Bylaws, shall be resolved as all other regular matters of CBC business except a two-thirds vote shall be required.
- 5.3. CHAIRPERSON - Shall be a member and have the overall responsibility for the function of CBC. Shall preside at all meetings and be responsible for effective

liaison with the ICC and other organizations having an interest in the activities of CBC. Shall be elected at a regularly scheduled meeting.

- 5.4. CHAIR-ELECT - Shall be a member and provide assistance in conducting the business of CBC as assigned or requested by the Chairperson and, in the absence of the Chairperson, preside at meetings. While presiding in such a capacity, the Chair-Elect is vested with all the powers and responsibilities of the office of Chairperson. Shall be elected by the CBC, and his/her term of office shall be concurrent with that of the Chairperson. Shall become the Chairperson at the end of the previous Chairperson's term.
- 5.5. SECRETARY/TREASURER - Shall be a member and will be responsible for the maintenance of records and correspondence arising from the conduct of business matters of CBC, and for taking minutes at the meetings. He/she will also have the responsibility of all the fiscal affairs of CBC. If other entities are engaged to perform financial transactions and provide administrative support, the Secretary/Treasurer will still be responsible for overseeing the accuracy and reliability of the financial transactions, as well as all reporting required by Brazilian law.
- 5.6. REPRESENTATIVE TO ICC - CBC will indicate an official representative to ICC that is either a current or former member of CBC, whenever the Chairperson cannot personally attend ICC meetings.

6. COMMITTEES

- 6.1. Standing and other committees may be created as needed.

- 6.2. All committee members shall be members of CBC and shall be appointed by the Chairperson. Committee chairs may either be appointed by the Chairperson or elected by the committee members, at the discretion of the Chairperson.
- 6.3. All committees shall keep accurate minutes of the meetings and make progress report to the Chairperson, with information copies provided to the Chair-Elect.

7. FINANCIAL MANAGEMENT

- 7.1. The fiscal year of CBC will coincide with the calendar year.
- 7.2. CBC may receive, hold, and dispense funds in accordance to Brazilian laws and regulations.
- 7.3. CBC may engage other entities to perform financial transactions and provide administrative support as needed.
- 7.4. The Secretary/Treasurer shall provide an itemized financial statement each year, at its annual meeting.
- 7.5. All official records, archives and historical material shall be in the custody of the Secretary/Treasurer.

8. VOTING

- 8.1. Except otherwise specified, all matters presented to CBC shall be decided by a majority vote at a meeting or by mail. In either case a quorum must be met.

- 8.1.a. At a meeting a quorum exists if more than one half of the members are present in person.
- 8.1.b. In a mail vote, a quorum is met if ballots were received from more than one half of the members.

- 8.2. Each voting member shall be entitled to one vote on all matters. Voting rights can be transferred only to alternates bearing written notes of the absentee.

- 8.3. To conduct vote by mail, the Secretary/Treasurer shall prepare a ballot posing the question in a non-biased fashion, as to allow a YES-NO response. The ballot will be such that the member need only mark an X in the appropriate box and return the ballot sealed. The completed ballot must be returned within fifteen days. Faxed and e-mail responses will also be accepted.

9. MEETINGS

- 9.1. CBC shall hold at least one official meeting each year.
- 9.2. CBC meetings shall be conducted with the participation of all members present.
- 9.3. The Chairperson shall preside over all meetings, as practical. The Chair-Elect shall preside at meetings in the absence of the Chairperson.
- 9.4. The agenda for each meeting should be sent to each member at least seven days prior to the meeting.
- 9.5. Submittals for CBC action or review shall be received by the Secretary/Treasurer and transmitted

to all members no less than ten days prior to the next scheduled meeting.

certification through one of the ICC's Boards of Examiners.

- 9.6. Modification of the agenda shall be allowed at the opening of the meeting, only when the Chairperson has been notified of the request one day prior to the meeting.
- 9.7. The agenda shall prevail for the order of business.
- 9.8. Special meetings may be called by the Chairperson or any three members by notifying all members at least fifteen days prior to the meeting date and sending an agenda in accordance with paragraph 9.4.

\cbc-b40.doc

10. AMENDMENTS TO THE BYLAWS

- 10.1. Proposals to amend these Bylaws shall be submitted in writing to the Secretary/Treasurer by at least two members.
- 10.2. Proposed amendments shall be so identified and transmitted in writing to all voting members by the Secretary/Treasurer at least fifteen days prior to a meeting at which a vote thereon will be called.
- 10.3. A proposed amendment is adopted upon an affirmative vote of at least two-thirds of the voting members. Absentee votes from members must be received in writing seven days following the meeting. After two-thirds of the votes have been confirmed, the Secretary/Treasurer will notify all members in writing by mail, e-mail, or fax.

11. INITIATION OF CBC

- 11.1. The first CBC is formed by Brazilians that have obtained