

**Canadian National Committee for the
International Commission on Illumination**

Terms of Reference

1 Background

The International Commission on Illumination (abbreviated as CIE from its French title Commission Internationale de l'Eclairage) is a scientific, technical and cultural, non-profit organization devoted to international cooperation and exchange of information among its member countries on all matters related to the science and art of light and lighting. The national adhering body for Canada is the National Research Council (NRC).

The responsibility for performing the duties of representing the views of the Canadian lighting community within the CIE and communicating news about the CIE to the Canadian lighting community rests with the Canadian National Committee of the CIE (CNC/CIE).

The CNC/CIE reports to the Director General of the NRC Metrology Research Centre (METRO) or their delegate. The delegate is currently the Director of Research & Development with responsibility for Photometry and Spectrophotometry.

This document specifies the terms of reference for the CNC/CIE.

2 Purpose of the CNC/CIE

The purpose of the CNC/CIE is to:

1. collect and reconcile the many views of the Canadian lighting community on relevant issues. This community includes, but is not limited to, organizations in the government, university and private industry sectors.;
2. represent these views to CIE and internationally through participation in CIE activities, including responding to all National Committee ballots of the CIE;
3. identify, represent and promote the capabilities and distinctive competence of its Canadian lighting community internationally;
4. enhance the depth and breadth of the participation of the Canadian lighting community in the activities and events of the CIE and related organizations;
5. encourage and, where possible, support students with an interest in light and lighting;
6. establish the mechanisms for communicating to the Canadian lighting community the views of the CIE and information about activities of the CIE;
7. distribute appropriate documentation, including the newsletter of the CIE.

8. attract and stage local and international events of value to the Canadian lighting community; and
9. support the Standards Council of Canada by providing the core of the membership of the Canadian mirror committee to ISO TC 274 – Light and Lighting (SMC-ISO-TC-274).

3. Secretariat

The Secretariat of the CNC/CIE is administered as an outreach activity in the NRC Metrology Research Centre (METRO), where it falls under the responsibility of the Team Lead of the Photometry and Spectrophotometry team.

It is located at NRC.

4 Membership

4.1 Member Category

Members are experts in a field or fields within the scope of the CIE.

Members must normally reside in Canada

The duties of Members are to:

1. contribute their views about matters relating to the work of the CIE and CNC/CIE by participating in ballots circulated from time to time by the Secretariat or by a Canadian CIE Division Member;
2. assist the CNC/CIE in the dissemination of news about CIE matters within their networks; and
3. support the purpose of the CNC/CIE as laid out in Clause 2.

When accepting membership in the CNC/CIE, a member agrees to comply with the CNC/CIE Terms of Reference and CIE Code of Ethics.

Members have full voting rights on all matters before the CNC/CIE.

4.1.1 Regular Members

Any individual who is an expert in a field or fields within the scope of the CIE and is willing to assist in the fulfilment of Canada's duties as a Member of the CIE may submit a membership application to the CNC/CIE secretariat.

Members are appointed by the CNC/CIE, after a formal election process, with due consideration to ensuring adequate technical and geographic representation.

Members who no longer wishes to participate in the work of the CNC/CIE should inform the Membership Committee that they wish to resign.

Members may be expelled from the CNC/CIE for failure to comply with the membership conditions or due to conduct impairing the interests of the CNC/CIE. Expulsion shall be decided by the CNC/CIE.

4.1.2 Members of CIE committees and SMC-ISO-TC-274

An individual, who is a member of a CIE committee, task group, working group or technical committee, or a member of SMC-ISO-TC-274, will be appointed as a CNC/CIE Member.

Members appointed by virtue of service to CIE or to SMC-ISO-TC-274 shall remain Members for the duration of their service.

4.2 Affiliate Category

The Affiliate category of CNC/CIE membership is open to any person resident in Canada with a demonstrated interest in any aspect of the science, technology or art of light and lighting.

Affiliates do not have voting rights in any decisions of the CNC/CIE, but they can volunteer on subcommittees, review technical reports and standards, and put their names forward to participate in the technical work of the CIE.

5 Governance

5.1 Board

The Board is the principal decision-making body of the CNC/CIE. It shall consist of not more than nineteen members. The membership of this body shall include:

- the Officers (see Clause 5.2),
- the Canadian Members of CIE Divisions (see Clause 5.4), and
- up to seven Members-at-large (see Clause 5.5).

The Board includes the following ex-officio members:

- the Director General of METRO or their delegate;
- any CNC/CIE Member who is an Officer of the CIE or a Director or Associate Director of a CIE Division.

The duties of all members of the Board are to:

1. provide strategic leadership;
2. oversee the achievement of the objectives of the CNC/CIE (see Clause 2);
3. plan annual meetings;
4. propose ad hoc committees and special events; and
5. ensure that all ballots of the CNC/CIE are circulated and voted on.

All actions of the Board must be reported to the next annual meeting of the CNC/CIE as part of the Secretary's report.

At the request of any Member, the Secretary may invite one or more persons to attend any meeting or meetings of the Board and/or to take part in discussions conducted by correspondence. Such persons do not have the right to vote.

5.2. Officers

The Officers of the CNC/CIE include:

1. A President who is responsible for conducting the affairs of the CNC/CIE, calling and chairing its meetings, representing Canada at meetings of the CIE and reporting to NRC International Relations on the activities of the CIE.

The President of the CNC/CIE also serves as the Vice-Chair of the Canadian mirror committee to ISO TC 274 – Light and Lighting (known as SMC-ISO-TC-274 under the Standards Council of Canada). In that role, they are responsible for performing the duties of the Chair of that committee whenever the Chair [the Vice-President of the CNC/CIE] is unable to perform them.

2. A Vice-President who is responsible for performing the duties of the President whenever the President is unable to perform them.

The Vice-President of the CNC/CIE also serves as the Chair of the Canadian mirror committee to ISO TC 274 – Light and Lighting (known as SMC-ISO-TC-274 under the Standards Council of Canada). In that role, they are responsible for conducting the affairs of the SMC-ISO-TC-274 as defined by the Standards Council of Canada.

3. A Secretary, who is responsible for keeping the records of the CNC/CIE including the minutes of meetings, maintaining mailing lists, corresponding with the Central Bureau of the CIE, conducting ballots on questions that arise between meetings, submitting the election results of officers to the Director General of METRO, and other related duties. The Secretary should be an employee of NRC.
4. A Treasurer, who is responsible for maintaining a bank account in the name of the CNC/CIE, receiving and dispersing funds as directed by the CNC/CIE, maintaining records of all financial transactions, and other related duties.
5. Any other Officers that the CNC/CIE deems necessary.

The Officers of the CNC/CIE are appointed by the Director General of METRO or their delegate on the recommendation of the CNC/CIE following a formal election process.

Officers are normally appointed for four-year terms starting on January 1st. The terms of office are renewable for additional terms subject to the recommendation of the CNC/CIE and the approval of the Director General of METRO or their delegate.

All Officers must give a written report of their activities to the CNC/CIE at its annual meeting.

The Offices of President, Vice-President, Treasurer and Secretary must be held by separate people.

5.3 Executive Committee

An Executive Committee comprised of the President, Vice-President, Secretary and Treasurer conducts routine business of the CNC/CIE between meetings of the Board. All actions of the Executive Committee must be reported to the next annual meeting of the CNC/CIE as part of the Secretary's report.

5.4 Division Members

The CNC/CIE appoints a voting member to each CIE Division following a formal election process. These Division Members are expert in the scope of activity relevant to the Division of which they are members.

The duties of the Division Members are to:

1. ascertain the views prevailing in Canada and to express these views in the deliberations of the Division either by correspondence or at meetings;
2. report in writing to the CNC/CIE, at its annual meeting, on the activities of the Division;
3. advise the CNC/CIE on matters pertaining to the Division and its associated Technical Committees and Reporterships;
4. encourage Canadian experts to be active members of Technical Committees within the Division;
5. inform the Secretary of all Canadians who become members of Technical Committees within the Division; and
6. serve as expert members of the Canadian mirror committee to ISO TC 274 – Light and Lighting (known as SMC-ISO-TC-274 under the Standards Council of Canada), and contribute to the work of the SMC-ISO-TC-274 as defined by the Standards Council of Canada.

Division Members are normally appointed for four-year terms. The terms of office are renewable for additional terms subject to the approval of the CNC/CIE.

To assist each Division Member, the Board, whenever possible, appoints a minimum of one other Member.

5.5 Members-at-large of the Board

Members-at-large are appointed by the CNC/CIE, after a formal election process, with the goal of ensuring that all relevant areas of expertise of the CNC/CIE are represented and that there is a suitable geographic distribution of participation in the work of the CNC/CIE.

Members-at-large are normally appointed for four-year terms. The terms of office are renewable for additional terms subject to the approval of the CNC/CIE.

The duties of the Members-at-large are outlined in Clause 5.1.

5.6 Observers

A representative of the NRC International Relations Team is an observer to the CNC/CIE.

6 Subcommittees

6.1 Membership and Elections Subcommittee

There shall be a Membership and Elections Subcommittee, which shall consist of at least three members, one of which shall be the Secretary (ex officio). The members of this subcommittee must be Members of the CNC/CIE. The Chair and one or more members shall be appointed by the CNC/CIE following a formal election process.

The duties of the Membership and Elections Subcommittee are to:

1. maintain a membership database;
2. solicit new participants in the work of the CNC/CIE from among relevant Canadian parties;
3. review any applications for membership and ascertain if the applicant meets the requirements for membership;
4. prepare a call for nominations for all Board terms that are due to expire at the end of the year and vacant subcommittee positions;
5. review each nomination submitted to ascertain that:
 - the nominee is willing and has the necessary qualifications for the position for which they are been nominated; and
 - the nomination includes a brief biography highlighting the nominee's contributions to the Canadian lighting community, the CNC/CIE and the CIE.
6. submit a list of nominees for subcommittee and Board positions to the secretary; and
7. verify the willingness of CNC/CIE members and affiliates to receive mailings from the CNC/CIE.

6.3 Ad hoc Subcommittees

The CNC/CIE or Board may appoint subcommittees or task forces from time to time to undertake specific projects for terms established at the time of their creation. This may be done at a Board meeting, at an annual meeting, or by letter ballot. The creation of such subcommittees shall be by majority vote. Ad hoc subcommittees shall be dissolved at the end of the specified term, unless that term is extended by a vote.

7 Meetings

7.1 Annual Meetings

There shall be a meeting of the CNC/CIE in the last quarter of each calendar year. The time and location of the Annual Meeting must be approved by the Board and announced at least 2 months prior to the time. A draft agenda must be circulated to all Affiliates and Members at least three weeks in advance of the annual meeting.

Reports defined elsewhere in this document must be submitted to the Secretary at least one week prior to the annual meeting.

Virtual participation options should be offered if at all possible.

7.2 Board Meetings

There shall be at least two meetings of the Board during each calendar year. These meetings may be held in person and/or virtually

7.3 Special Meetings

The President may call a meeting of the CNC/CIE or the Board whenever they deem it necessary or at the request of at least five Members, or at the request of the Director

General of METRO or their delegate. Meetings may be held virtually or in person. For in person meetings, virtual participation should be offered if at all possible.

7.4 Quorum

All meetings of the CNC/CIE and the Board require quorum. A quorum consists of one-half of the Board (see Clause 5.1). Those in attendance virtually are counted as present for determining quorum.

If quorum is not met at a duly called meeting, then any decisions required to be taken at that meeting shall be dealt with by letter ballot (see Clause 8.2).

8 Decision Making

8.1 General

In dealing with matters at meetings and by letter ballots, all Members have voting rights. A simple majority of votes cast, including the votes of those in attendance virtually, is required to ensure the passage of a motion. (Note that an abstention is not a vote.) Those who are unable to attend a meeting may assign their vote to a proxy provided that they give written notice to the Secretary before the meeting.

8.2. Letter Ballots

At the request of the President or at least five members of the Board, when quorum has not been met at a meeting, or to deal with matters referred to the CNC/CIE by the CIE, the Secretary shall send out letter ballots (electronically or by hard copy) to all Members to ascertain their opinion. The voting period must last for at least three weeks after the sending of the ballot.

Negative votes on a non-election ballot shall be accompanied by an explanation.

As a matter of expediency, and at the discretion of the President, some ballots may be restricted to the Board.

The results of all ballots shall be distributed to the CNC/CIE.

8.3 Appointment of Proxies

8.3.1 Proxies to the General Assembly

If a delegate appointed to the General Assembly is unable to attend, the Executive Committee may recommend a substitute delegate from Canada to act as his/her proxy. If no Canadian is able to attend the General Assembly, the Executive Committee may recommend that a delegate from another member nation be appointed as proxy. The Director General METRO or their delegate must approve this recommendation.

8.3.2 Proxies to Division Meetings

If a Division Member is unable to attend a Division meeting, they may appoint, in consultation with the Executive Committee, a substitute voting-member from Canada to act as their proxy. If they do not do this, the President may do so. If no Canadian is able to attend a Division meeting, the Division member may, with the approval of the Executive Committee, appoint a Division member from another country to act as their proxy. The Division Member or the President must inform the CIE Division Secretary or

Director of this appointment. The proxy must present a report of their actions to the regular Division Member after the meeting.

9. Delegates to CIE General Assemblies

When a CIE General Assembly is to be held, the CNC/CIE recommends to the Director General METRO or their delegate, the nomination of two delegates (one voting, the other non-voting) for appointment by the NRC International Relations Team. The President of the CNC/CIE shall normally be the voting delegate. The delegates are expected to present the policies of the NRC International Relations Team on issues relating to finances, Statutes, and By-Laws, and of the CNC/CIE on other matters. The delegates must provide a written report to the NRC International Relations Team with a copy to the Director General of METRO or their delegate, and to the CNC/CIE.

10. Elections

10.1 New Members

On receipt of an application for membership that meets the criteria outlined in Clause 4.1, the secretary shall seek the approval of the application from the CNC/CIE.

Approval should be sought within two months of receipt of an application.

A brief biography highlighting the nominee's qualifications for membership must accompany the ballot.

10.2 Members of the Board and Subcommittees

At least six months prior to the end of the year, the secretary, in consultation with the Membership and Elections Subcommittee, shall send out a call for nominations for Board terms that are expiring at the end of the year and vacant subcommittees positions.

After the close of nominations, the secretary, in consultation with the Membership and Elections Subcommittee, shall:

- ascertain that nominees are willing to stand, and
- distribute a list of nominees to CNC/CIE members

Voting on these appointments shall take place at the Annual Meeting if at all possible. If voting is not possible at the Annual Meeting, an electronic ballot shall be held following the meeting in sufficient time to ensure the results are available prior to the end of the calendar year.

Officers elected by the CNC/CIE must be approved by the Director General of METRO or their delegate before they can assume their position.

11 Finance

11.1 Payment of Dues

National Research Council (NRC) pays Canada's annual contribution to the CIE within its allocated Grant budget for international affiliations, However, subject to the level of the annual Treasury Board grant for international affiliation dues as well as in consultation with the NRC International Relations Team, NRC retains the right to determine the level of its contribution or to terminate it.

Because the Government of Canada maintains the country's membership in the CIE on behalf of all Canadians, there shall be no fee to join the CNC/CIE.

11.2 Income

The CNC/CIE receives royalties from the CIE for CIE Publications sold to residents of Canada. Proceeds from these royalties are used to support activities of the CNC/CIE.

Income from special events such as Technical Sessions and Workshops are retained by the CNC/CIE.

11.3 Expenditures

11.3.1 Use of Income

Income accrued by the CNC/CIE should be used to fund special activities that support the Purpose of the CNC/CIE (Clause 2). All such activities must be approved by the Board.

11.3.2 Financial support of CIE Activities

The CNC/CIE does not, in general, provide financial support for members for their CIE-related activities. In special circumstances, when warranted, the Treasurer shall pay monies for expenses incurred during official CNC/CIE business, which have been approved at the annual CNC/CIE meeting, or by the Board. The CNC/CIE shall maintain a written policy outlining the criteria for such reimbursement of expenses.

12 Amendment of Terms of Reference

These Terms of Reference may be amended by an affirmative vote of a simple majority of the votes cast, at a meeting or by letter ballot, provided that notice of motion has been given at least two months before the date of the meeting or the closing date of the letter ballot, and that the vote meets the requirement for quorum defined in Clause 7.4. Adoption of the amended document requires the approval of the Director General of METRO or their delegate.