

INTERNATIONAL LIAISON COMMITTEE ON RESUSCITATION
(ILCOR)
INTERNAL RULES

**INTERNAL RULES OF THE INTERNATIONAL LIAISON COMMITTEE ON RESUSCITATION
(ILCOR) (hereafter “THE ASSOCIATION”)**

- INTRODUCTION

- The General Assembly of the Association is empowered by the Articles of Incorporation to be responsible for producing, amending and making available the Internal Rules in support of the Articles of Incorporation. Such Internal Rules will include, but are not restricted to, the mode of operation of committees, Task Forces and other groups, the procedures for conduct of meetings and the use of the title of the Association name and logo by its Member Organizations.

- MEETINGS OF THE GENERAL ASSEMBLY

- Meetings of the General Assembly are to be organized face-to face at least once per year.

- USE OF TITLE OR LOGO

- In documents the title must be used in full before any abbreviation is used.

- Member Organizations and Collaborating Members will be encouraged to use the title and logo, as precisely described in Article 29 of the Articles of Incorporation of the Association on documents produced by the Association provided that proper application has been made and permission for their use granted.
- Application for the use of the title and logo must be made in writing to the Honorary Secretary. A full explanation of the proposed use must be given together with any illustrations that include the logo. The Secretary will provide a written reply detailing the decision of the Board and any restrictions on the use of the title or the logo.

- REPRESENTATION

- Those individuals appointed by the General Assembly or the Board to represent the Association in meetings, conferences, receptions and other public or private events shall do so diligently and will:
 - Notify (in advance) the Board of any meeting that they cannot attend on behalf of the Association.
 - Not enter into any undertakings or agreements with any third party on behalf of, or in the name of, the Association without the prior approval of the Board of the Association, unless for specific Tasks that are included in detail in their mandate.
 - Submit a brief written report to the Honorary Secretary no later than ten days prior to any meeting of the General Assembly enclosing if possible any circulated minutes or notes.

- PUBLICATION AND PRIVACY

- The Association will make available all its findings to its Member Organizations. Member Organizations may use these findings to develop procedures and practice for use within their own geographic region. From time to time it may require Member Organizations to withhold further disclosure until after an agreed release date.
- The Association will publish its findings in scientific publications as agreed by the General Assembly. All publications will have the Association's copyright or co-copyright, if indicated.

- LIABILITY

- The Association does not accept liability for any action that arises from its scientific statements or treatment recommendations.
- The Association does not provide any personal liability for its members, delegates, observers or guests at any of its meetings.
- The Association does not accept any financial liability for any meeting arranged on its behalf by a Member Organization.
- The Association will not provide any personal or financial liability for representatives attending other meetings on behalf of the Association.
- The Association does not accept any liability for actions or financial dealings of any of its Member Organizations or their nominated delegates.

- **COMMISSIONS AND POLICIES**

- **NOMINATING COMMITTEE FOR TASK FORCES**

- **NUMBER OF MEMBERS**

9 members including Co-Chairs and the Immediate Past Chairs of the seven Task Forces. One of the members is elected as the Chair of the Committee.

- **METHOD OF APPOINTMENT**

The Co-Chairs and the Immediate Past Task Force Chairs will automatically be appointed to the nominating committee. In the event of one or more vacancies, the Board will appoint additional members to bring the Committee Membership to 9.

- **TERM OF OFFICE**

For Co-Chairs Membership will run concurrently with their appointment as Co-Chairs. Immediate

Past Task Force Chair Members shall serve from July 1st in the year that they remit office as a Task Force Co-Chair. They will be eligible to continue as members of the committee until they are no longer the immediate Past Chair of the respective Task Force.

- **FREQUENCY OF MEETINGS**

The Committee shall meet via teleconference as needed. The time commitment will vary. Special projects may require additional time and/or face-to-face meetings.

- **RESPONSIBILITIES**

- Work with staff to send a call for nominations for Task Force Chairs and Vice-Chairs and members.
- Evaluate nominations submitted and consider other candidates that have applied.
- Prepare and present a slate of nominees to the Board for Chairs and Vice-Chairs of the Task Forces when deemed necessary by the Board.
- Prepare and present a slate of nominees to the Board for Task Force Members on an annual basis.
- Prepare and present a slate of nominees to the Board for Domain Leaders, Systematic Reviewers, Content Experts, and other positions as deemed necessary by the Board.

- **APPOINTMENT POLICY**

If applicants are equally qualified for appointed positions, the following priorities will be considered in the selection process:

- Balance of scientific and clinical expertise across Task Forces and Domains
- Balance of representation across Member Organizations and Collaborating Members
- Balance of representation across gender and ethnicity
- Diversity across career levels (early, mid, senior)

- **TASK FORCE COMMISSION**

- **NUMBER OF MEMBERS**

There will be up to 17 members dedicated to a Task Force including the Chair and Vice-Chair. Membership on this Task Force will reflect the Association's commitment to diversity and inclusivity and will have representation based on expertise relating to the topics addressed by the Task Force.

- **METHOD OF APPOINTMENT**

Applicants for Task Force Membership will be reviewed by the Nominating Committee, which will make recommendations for a slate of nominees. The Task Force Chair and Vice-Chair will select members from the slate of nominees for approval by the Board who will then be confirmed by the General Assembly. Members shall be selected based on their expertise, professional and geographic diversity as it relates to the responsibilities of the Task Force. All nominees will be considered equally with the goal of all Member Organizations being represented where possible.

The General Assembly appoints the Task Force Chair and Vice-Chair. The General Assembly will confirm up to 13 members and up to two early career members. Early career members are defined as those with less than 5 years out of residency or fellowship or post-doc position. Membership also includes the immediate past Co-Chairs, Chair or Vice-Chair of the Task Force.

- **TERM OF APPOINTMENT**

The Chair and Vice-Chair are appointed for a 3-year term with eligibility for three additional 1-year terms.

Task Force members are appointed for a 2-year initial term with eligibility for three additional 1-year terms.

- **USUAL FREQUENCY OF MEETINGS**

Quarterly meetings (1 face-to-face) per year, with additional meetings or teleconferences scheduled as needed.

- **RESPONSIBILITIES**

- Formulate and prioritize PICO (Patient, Intervention, Comparison and Outcome) questions for evidence evaluation.

- Work with Domain Leads, content experts, KSU (Knowledge Synthesis Unit), Systematic Reviewers and Information Specialists to formulate search strategies for PICO questions.
- Provide expert support in a timely manner for the oversight of the evidence evaluation process and the development of the consensus on science and treatment recommendations for all Task Force PICO questions.
- Identify gaps in research in resuscitation science.
- Be a candidate to serve as a writing group member for Consensus on Science and Treatment recommendations or systematic reviews.
- Meet all deadlines as required by the Task Force Chairs or the Evidence Evaluation Process. Members unable to meet deadlines may be removed from the Task Force. The Chair will introduce the matter to the Board for a decision.

- **APPOINTMENT POLICY**

If applicants are equally qualified for appointed positions, the following priorities will be considered in the selection process:

- Balance of scientific and clinical expertise across Task Forces and Domains
- Balance of representation across Member Councils
- Balance of representation across gender and ethnicity
- Diversity across career levels (early, mid, senior)

- **CONFLICT OF INTEREST POLICY AND PROCEDURES**

- The purpose of this policy is to ensure that the Association manages real and potential conflict of interest situations in an open and effective manner, in order to ensure preservation of the public trust in the integrity of the Association's process and products. It is not always possible (nor prudent) for such situations to be avoided, since the best experts in a clinical area will often have relationships that could pose a real or potential conflict of interest in that area. What is essential is that these potential conflicts are disclosed and managed effectively. The mainstay of effective management of potential conflict of interest situations is

through disclosure.

- Conflict of Interest procedures apply to all the Association's delegates, observers, editors, Task Force members, domain leaders, systematic reviewers, working group members, content experts and others working on the Association's projects.
- The conflict of interest policies will be overseen by one or more COI chairs. Appointment of COI Chairs and determination of funding of expenses related to fulfilling their duties will be made by the Board with ratification by the General Assembly
- Procedures for each participant to follow:
 - At each business meeting of the General Assembly and Board and all meetings at which resuscitation science is discussed, each participant must disclose all relationships that could pose a direct or indirect conflict of interest. For most meetings, this can be done at the time of introductions. The Association will keep written records of these disclosures via the minutes. At large meetings, this disclosure can be accomplished by speakers forwarding a conflict of interest disclosure form to the meeting organizers before the meeting. A listing of the participants with their commercial relationships (commercial entity and type of relationship) will appear in the agenda/program for the meeting.
 - Each participant will abstain from any vote in which the individual has a relationship that could pose a direct and indirect conflict of interest. Such abstentions will be recorded in the minutes.
 - Each participant will bring conflict of interest concerns or issues to the Chair(s) of for investigation and resolution. If the issue involves a Chair, the issue will be raised with the other (Co-)Chair or the Vice-Chair.
 - Whenever possible, an individual with a substantial relationship to a particular topic or area should not be selected to lead a group or to serve as a reviewer (worksheet author) related to that topic. The Co-Chairs will review the disclosures of the worksheet authors and leaders of any subgroup to ensure that any commercial relationships are understood and that potential conflicts are limited and manageable. This shall not prevent an individual with a substantial relationship regarding a topic from contributing to the discussions and deliberations on that topic, provided the individual has disclosed the relationships during that meeting.
- At least annually, each participant must complete a disclosure form (attached), and updated it if substantive

changes occur. The Co-Chairs will review the forms. Co-Chairs or Chairs and Vice-Chairs will review each other's Co-Chair's form. Difficult issues that cannot be handled by the Chairs will be brought to the whole group for discussion and resolution.

Notes:

- Should be especially sensitive to potential conflict of interest issues regarding individuals who are selected for a leadership role with oversight or responsibility to review the science for a particular area or topic. These situations must be reviewed on a case-by-case basis, as noted in the procedures. The Association may decide that the risk to the integrity of the process from the individual's relationship is not significant and that the individual still represents the best choice for, taking into account the risks and benefits. If an individual already playing a leadership role develops or is discovered to have a sufficiently significant conflict that it poses a significant risk to the integrity or credibility of the process, then another qualified person without such potential conflict should replace the individual. Such a substitution shall not imply any impropriety on any person's part, but rather indicate a preventive step to avoid any perceived or real conflict from endangering the integrity of the process. A position of leadership can include the Chairperson or Vice-Chairperson of any committee, subcommittee, Task Force, working group, ad hoc group assigned to work on an issue, evidence panel or evidence collection process. The fact that such perceived conflicts are usually without any improper intent does not protect the individual, the Association, or its work from the potential consequences of inadequate management of such a situation.

- In addition to financial relationships, other bases of potential conflicts of interest must be considered, such as in-kind support, intellectual collaboration or intellectual investment in one's own ideas, or a long-term research agenda in which an investigator has invested substantial time. Although these situations will be considered on an ad hoc basis, financial relationships are more likely to adversely affect the credibility of the Association and the integrity of its process and products.

- MEMBER ORGANIZATION APPLICATION PROCESS

- Documentation to be submitted in support of Membership Organization application: (at a minimum):
 - Constitution and Internal Rules of the respective organization.
 - Evidence of activities related to the mission of the Association in their respective geographic region, including:
 - Support for resuscitation science
 - Guideline development
 - Training and/or dissemination
 - Advocacy

- Letter of commitment to fiscal support of membership (including sponsorship if resource limited applicant)
 - Letters of support from key stakeholder organizations in the region
 - Letters of support from at least one existing Member Organization
 - Statement of potential challenges / conflicts with existing Member Organizations and other non-ILCOR organizations and proposed mitigation of conflict
 - Documentation that demonstrates that all criteria of Article 7.a of the Articles of Incorporation are met.
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- Evidence must be submitted demonstrating that the candidate Member Organization is representative of its stated constituency and actively disseminates either resuscitation or first aid education, training and materials. The candidate Member Organization shall also demonstrate that it will have the capacity (in human and financial resources) to participate in the functioning of the Association.

- **COLLABORATING MEMBER APPLICATION PROCESS**

- Documentation to be submitted in support of Collaborating Member application: (at a minimum):
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- Statement of purpose and scope of intended collaboration including evidence of activities related to the mission of the Association, and describes their commitment to achieve mutual goals
 - Evidence of activities related to the mission of the Association in their respective geographic region, including:
 - resuscitation science support
 - guideline development
 - training and/or dissemination
 - advocacy
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- Letter of commitment to fiscal support of Collaborative Membership
 - Statement of potential challenges / conflicts with existing Member Organizations and other non-ILCOR organizations and proposed mitigation of conflict
 - Documentation that demonstrates that all criteria of Article 8.a of the Articles of Incorporation are met.

ANNEXES