

**BYLAWS of the
IUCN Commission on Environmental, Economic and Social Policy
2013-2016**

Approved by CEESP Steering Committee on 24 January 2013

1. Preamble

- 1.1. These Bylaws are made pursuant to the IUCN Statutes and Regulations and shall be read and interpreted in conjunction with them.

2. Name

- 2.1. The Commission shall be called the IUCN Commission on Environmental, Economic and Social Policy (CEESP).

3. Definitions

In these Bylaws, unless the context or the subject matter otherwise requires:

- 3.1. “Chair” shall mean the Chair of the Commission.
3.2. “Commission” shall mean the IUCN Commission on Environmental, Economic and Social Policy.
3.3. “Congress” shall mean the World Conservation Congress.
3.4. “Council” shall mean the IUCN Council.
3.5. “Deputy Chair” shall mean the Deputy Chair of the Commission appointed as per the Statutes of IUCN.
3.6. “Director General” shall mean the Director General of the IUCN.
3.7. “Steering Committee” shall mean the Steering Committee of the Commission as per the Statutes of the IUCN and these bylaws.
3.8. “Executive Committee” shall mean the Executive Committee of the Commission as defined by these bylaws.
3.9. “Executive Officer” shall mean the Executive Officer of the Commission as per these Bylaws.
3.10. A Theme or Group of the Commission shall be understood in accordance with Bylaw 7 below.
3.11. “IUCN” shall mean the International Union for Conservation of Nature.
3.12. “Member” shall mean a member of the Commission
3.13. “Region” shall mean a geographic region defined to suit the Commission purposes, which may or may not coincide with a statutory region and/or a programmatic region of the IUCN
3.14. “Statutes” shall mean the Statutes of the IUCN.
3.15. “Regulations” shall mean the IUCN Regulations.
3.16. “Secretariat” shall mean the IUCN Secretariat, that is the staff of IUCN as defined by the IUCN Statutes.
3.17. "Financial Officer" shall mean the Financial Officer of the Commission appointed by the Chair of the Commission.
3.18. “Vice Chair” shall mean a Regional Vice Chair of the Commission as approved according to the Regulations of the IUCN
3.19. Words importing the singular number include the plural number and vice versa.

4. Executive Office

- 4.1. The Executive Office of the Commission shall take address at the place of work of the Chair.¹ If the Executive Officer is not located at the same address as the Chair, that location shall be identified as a secondary Executive Office of the Commission.

5. Mandate

- 5.1. The Commission shall organise its work and conduct its activities in accordance with its mandate adopted by Congress and the Statutes and Regulations of IUCN. The mandate adopted at the most recent IUCN World Conservation Congress is annexed to these Bylaws. In each successive quadrennial period, the programme of the Commission for the quadrennial shall be considered as an Annex to these bylaws.

6. Membership

- 6.1. Appointment or reappointment of Members shall be in accordance with the Statutes and the Regulations.
- 6.2. The Commission's membership comprises individuals, organisations and networks, and shall be reconstituted after each Congress in accordance with the Statutes.
- 6.3. The Chair is responsible for the appointment or reappointment of the members of the Commission according to Regulation 75 of the IUCN Statutes. In CEESP this responsibility is usually delegated by the Chair to the chairs of Themes and the Specialist Groups. Admission to membership of the Commission is therefore normally by invitation from a Theme or a Specialist Group of the Commission on behalf of the Chair of the Commission. The Chair(s) of such Theme or Specialist Group decide upon specific membership criteria and responsibilities in consultation with the Chair. An applicant for membership is expected to submit a completed application form available from the Executive Officer and a *curriculum vitae* (CV) for review by the respective Theme or Group co-chairs with support by two members of the Commission. The application form shall contain a statement for the applicant's signature indicating the applicant agrees to advance the Vision and Mandate of the Commission. The selection of members shall, as far as possible, comply with the criteria for the selection of members of the Steering Committee prescribed by Regulation 73.
- 6.4. The Chair may appoint members of the Commission at large, and may propose members to any Theme or Group Chair.
- 6.5. A strong attempt shall be made to develop a diversified membership in terms of disciplines, cultures, languages, geographical regions, age and gender, which brings diverse perspectives and experiences to bear in debating, analyzing, and promoting the issues of concern to the Commission's vision and mission. In order to include the perspectives and expertise of indigenous peoples and traditional communities in the management of natural resources, the members of CEESP shall also include experts in customary law and common property resource management, including community elders.

¹ At the time of this writing (2013) it is c/o Victoria University of Wellington, RH1027, Rutherford House, Lambton Quay, PO Box 600, Wellington, NZ

- 6.6. Members of the Commission are expected to undertake their work and participate in the affairs of the Commission in a professional and respectful manner. While working toward a consensus approach to decision making, the Commission respects members' presentation of alternative viewpoints in order to assure a plurality of perspectives. However, alternative views must focus on the issue and not on other members or personalities. Participation in any of the Commission's e-mail listserves and other communication platforms includes, a priori, the agreement to adhere to the CEESP Netiquette Listserve Guidelines adopted by the Steering Committee and attached to these Bylaws. In such cases where a member is interfering with the operation of the Commission or not participating in a respectful and professional manner, the Commission Chair has the authority to remove that person from membership in the Commission.

7. Organization: Themes, Specialist Groups and other Working Groups

- 7.1. Themes and Groups (including Working Groups, Specialist Groups, Expert Groups and Task Forces) are the main constituent units of the Commission, gathering members with similar expertise and concern.
- 7.2. Themes are broad areas of inquiry and action crucial for the "Objectives and strategic approaches" and "Programme Priorities" defined in the Commission's Mandate and expected to remain part of the Commission programme beyond one intersessional period.
- 7.3. Groups are defined through their specific objectives and are planned to remain active during one or more intersessional periods or a part thereof. A Group can be set up within one or more existing Themes or on its own. A Group can develop the subject and justification for a new Theme consistent with the Commission's Mandate and submit it for approval by the Commission's Steering Committee.
- 7.4. Themes and Groups provide leadership and promote capacity to address the IUCN's mission with regard to specific topics within the Commission's Mandate. They determine and review, on a continuing basis, the status and needs of such topics, synthesize and communicate lessons learned, develop strategies and promote specific initiatives to be carried out by Commission members in collaboration with IUCN members and partners, other IUCN Commissions and the IUCN Secretariat at Headquarters and in the regional and national offices.
- 7.5. The Commission Themes and Groups are expected to communicate and cooperate with each other. Specifically, within the diversity of their specific objectives, all Themes and Groups that constitute the Commission are bound to share a core of common concerns based on the Commission's Vision, Mission, Objectives and Priorities as defined in the Mandate.

8. Chairs and members of Themes and Groups

- 8.1. The Chairs of Themes and Groups are appointed by the Chair of the Commission, in consultation with their members (who may propose suitable candidates) and the Steering Committee. Their responsibilities include:
- 8.1.1. Acting as the Commission focal points for the issues within the purview of their topics;

- 8.1.2. Maintaining regular contact with the Commission Chair and respective Secretariat contacts as appropriate, and respond promptly to their requests.
 - 8.1.3. Establishing and maintaining the Theme's or Group's membership in accordance with these Bylaws and the Statutes and Regulations of IUCN, and stimulating and coordinating their internal exchanges and common initiatives;
 - 8.1.4. Developing the Theme's or Group's objectives, initiatives and communication avenues for the intersessional period between Congresses for review and approval by the Steering Committee;
 - 8.1.5. Monitoring and assessing their own performance in relation to the established objectives and reporting at such intervals as may be requested by the Commission's Chair and Steering Committee;
 - 8.1.6. Liaising, as appropriate, with other IUCN Commissions, Members and staff;
 - 8.1.7. Establishing and maintaining mechanisms to respond on behalf of the Theme or Group to requests for information and expertise;
 - 8.1.8. In consultation with the Commission Chair, raising funds for initiatives planned in harmony with the IUCN programme and the Commission Mandate, and on the basis of proposals that have been peer reviewed according to any applicable procedures agreed by the Steering Committee;
 - 8.1.9. Assisting the Executive Officer of the Commission in maintaining up-to-date databases of the Theme or Group, and maintaining communications within the Theme/Group including through regular discussion lists;
 - 8.1.10. Making oral or written interventions on behalf of the Theme or Group, but not in the name of IUCN or the Commission as a whole unless they have been cleared with the Director General or the Chair, respectively. Interventions, particularly those that involve governments, shall be widely reviewed within the Theme or Group and shall not be in conflict with IUCN policies. The Commission Chair shall be consulted well in advance of the interventions.
- 8.2. The Members of the Themes and Groups are appointed by their respective Theme or Group Chairs in writing and in the name of the Chair of the Commission as described in Bylaw 6, and shall:
- 8.2.1. Be subscribed into specific electronic discussion lists, which generally constitute the main communication and organisation avenue among Members;
 - 8.2.2. Keep in regular contact with their Chairs and respective Secretariat liaisons as appropriate, respond promptly to their requests, participate as actively as possible in the exchanges among Members and in the events promoted by the Theme or Group, and to inform their respective Chair and the Executive Officer of any change of their contact information;

8.2.3. In consultation with their Chair, collaborate with other members and partners and pursue specific initiatives in support of the Theme or Group objectives;

8.2.4. Carry out the above on a volunteer basis, although consultancy work for the Commission can be envisaged whenever earmarked funds are available and substantial commitment of time and activities are involved.

9. Meetings of the Commission

9.1. The Commission shall transact its business by meetings of the Steering Committee or Executive Committee, as feasible and required, and/or by electronic correspondence and telephone among the members of such Committees.

9.2. A resolution-in-writing circulated to all the members of the Steering Committee or Executive Committee and affirmed by a majority of those who respond shall be as valid and effectual as if it had been passed at a meeting of the relevant committee duly convened and held.

9.3. The Commission shall strive to take all decisions by consensus, and decisions shall be reviewed and improved by the contribution of as many members as possible.

9.4. The Chair may invite observers to meetings of the Steering Committee or of the Executive Committee.

10. Governance of the Commission

10.1. The Officers of the Commission include, but are not limited to, the Chair, Deputy Chair, Financial Officer, the Thematic and Specialist Group chairs and Regional Vice-Chairs, and the Executive Officer of the Commission. The Theme and Group Chairs and Regional Vice Chairs may also appoint leaders of subgroups dedicated to their Theme, Group or Region, funding or volunteer ability permitting, as appropriate.

10.2. The Chair is elected by Congress in accordance with the Statutes. S/he is elected for a term extending from the close of the ordinary session of the Congress at which s/he is elected until the close of the next succeeding ordinary session of the Congress. The Chair is the Head of the Commission and has full powers in accordance with the Statutes and these Bylaws, to undertake such functions and responsibilities as may be necessary to meet the objectives of the Commission.

10.2.1. Preceding each Congress, upon receipt from the Council of the statement of criteria for the qualities required for the position of the Chair of the Commission, as required by the Regulations, the Steering Committee shall make the statement available to members of the Commission and request that nominations for the Chair, including those sent directly to the Council, be sent to the Steering Committee.

10.2.2. The Steering Committee, at the appropriate time, in consideration of the Council's statement of criteria and of proposals for the Chair received from the members of the Commission, may forward to the Council for its consideration the names of one or more persons whom it considers well

qualified to serve as Chair of the Commission and who have indicated to it the ability and willingness to serve.

- 10.3. In accordance with the Statutes and Regulations, the Chair is entitled to act in the name of the Commission and may delegate specific responsibilities to the Deputy Chair, to members of the Steering Committee or to other members of the Commission.
- 10.4. The Deputy Chair shall be nominated by the Chair and approved by Council in accordance with the Regulations. The Deputy Chair shall act in place of the Chair at the Chair's request. In the event that the Chair is unable to continue his/her duties the Deputy Chair shall, serve as Chair *ad interim* until such time as the Council shall elect a successor.
- 10.5. In accordance with the Regulations, the Deputy Chair may attend Council, and have voting rights in the absence of the Chair.
- 10.6. The Financial Officer shall assist the Chair to ensure that there is proper authorization of expenditure for Commission activities and operations and that there is proper accounting of all Commission funds in accordance with the Regulations.
- 10.7. Theme and Specialist Group Chairs of the Commission shall be nominated by the Chair and approved by Council. They shall guide the programme of the Commission on the priority areas described in the Mandate.
- 10.8. In accordance with the Regulations, the Chair has authority to appoint Chairs of Themes and Groups (see 8.1) and to terminate their appointments.
- 10.9. Regional Vice Chairs of the Commission shall be nominated by the Chair and approved by the Council. Regional Vice Chairs shall be charged with guiding the development and implementation of the Commission's work in each region, in close contact with the Chairs of Themes and Groups. The Vice Chairs shall also have the responsibility of liaising with respective regions or thematic units of IUCN, as appropriate.
- 10.10. The Executive Officer, as well as any other office holders of the Commission, shall be appointed by the Chair. The Executive Officer shall assist the Chair in carrying out his/her functions under these Bylaws and carry out such duties and responsibilities as may be entrusted to him/her by the Chair. The Executive Officer may attend all meetings of the Commission but shall not be entitled to vote thereat.

11. Steering Committee

- 11.1. Members of the Steering Committee are appointed according to the Statutes.
- 11.2. The Steering Committee shall assist the Chair in guiding and coordinating the activities of the Commission.
- 11.3. The Steering Committee shall consist of:
 - The Chair
 - The Deputy Chair
 - The Financial Officer

- The Thematic and Specialist Group Chairs
 - The Regional Vice-Chairs.
 - Any other Advisors and experts proposed by the Chair or the Steering Committee through the Chair and approved by Council
- 11.4. IUCN Secretariat staff members may participate in meetings of the Steering Committee at the Chair's invitation.
- 11.5. The Steering Committee shall set the Commission's policy and guide its activities within the bounds of the Mandate and terms of reference established by Congress.
- 11.6. The Steering Committee shall establish an intersessional Component Work Programme, which shall be revised or reviewed annually, as appropriate. The strategic plan shall be circulated to all Members.
- 11.7. The Chair may establish standing or temporary sub-committees under the direction of the Steering Committee. The Chair shall appoint the chairs of such sub-committee, with their members being appointed by the chair of the sub-committee in consultation with the Chair.
- 11.8. Regional Steering Committees may be established to assist the Regional Vice-Chair in conducting the activities of the Regional network of the Commission.
- 11.9. The Steering Committee shall meet once a year. If funds permit, the meeting shall be in person, otherwise, electronic or by Conference Call. The Chair may convene a meeting of the Steering Committee whenever deemed necessary. The Chair shall also call a meeting of the Steering Committee if requested to do so by one third (1/3) of the members of the Steering Committee. If the Chair for any reason is unable to convene a meeting upon the request of one third (1/3) of the members of the Steering Committee, the Deputy Chair may do so in the Chair's stead.
- 11.10. Every member of the Steering Committee can propose items for the agenda of the meetings.
- 11.11. A simple majority of members of the Steering Committee shall constitute a quorum. In the event that a quorum is not present at a duly convened meeting of the Steering Committee, draft resolutions may be prepared by those present and circulated to all members of the Steering Committee for decisions thereon.
- 11.12. Minutes of each Steering Committee meeting shall be prepared by the Executive Officer and circulated by the Chair to the members of the Steering Committee as soon as possible after the meeting. These minutes shall also be made available to the Members after review by the Steering Committee.

12. Executive Committee

- 12.1. The Executive Committee shall implement policies laid down by the Steering Committee and act on its behalf and under its authority between meetings of the Steering Committee. In particular, the Executive Committee shall assist the Chair in monitoring the activities of the Commission, including but not limited to the following:
- Working in accordance with the One Programme Charter;

- Reviewing relationships with and support from the Secretariat staff;
- Maintaining a sound financial position for the Commission;
- Adherence to the Commission's Component Programme adopted by the Steering Committee

The decisions and acts of the Executive Committee shall be reviewed by the Steering Committee.

12.2. The Executive Committee shall consist of:

- The Chair
- The Deputy Chair
- The Financial Officer
- One Thematic or Specialist Group Chair appointed by the Chair on the recommendation of the Steering Committee
- One Regional Vice-Chair appointed by the Chair on the recommendation of the Steering Committee

12.3. At meetings of the Executive Committee, other Members of the Commission on invitation by the Chair may participate.

12.4. The Executive Committee shall meet at least once a year. A draft agenda for the meeting shall be circulated to the Steering Committee for comment in advance of the meeting.

12.5. A majority of members of the Executive Committee shall constitute a quorum. In the event that a quorum is not present at a duly convened meeting, draft resolutions may be prepared by those present and circulated to all members of the Executive Committee for decision thereon.

12.6. Minutes of each meeting of the Executive Committee shall be prepared and circulated by the Chair to the members of the Steering Committee as soon as possible after the meeting.

13. Component Work Programme

13.1. The Chair and Steering Committee shall undertake periodic reviews of the Commission's work in relation to the Commission Mandate and global trends relevant for conservation. On the basis of such reviews they shall revise, as necessary, the Commission's Component Programme as part of the overall IUCN Programme approved by the Members Assembly. The Component Programme shall be circulated to all members of the Commission after adoption by the Steering Committee.

14. Monitoring and Evaluation

14.1. The Executive Committee shall adopt and implement mechanisms to monitor and evaluate the performance of the Commission with respect to its Mandate and adopted Component Programme.

15. Collaborations and reports

15.1. The Commission may collaborate with and extend full cooperation to other organizations and bodies promoting objectives similar to those of the Commission.

- 15.2. The Chair shall present a report summarizing the status of the Commission at each ordinary session of the Congress.
- 15.3. With the advice of the Steering Committee the Chair shall prepare and submit, through Council, a recommended Mandate, including the vision and objectives for the Commission for the ensuing intersessional period, for adoption by each Congress.
- 15.4. The Chair shall present each year a report to the Council.

16. Publications

- 16.1. The Commission or any of its Themes, Groups or thematic, regional or national networks may publish periodical Newsletters regarding the work, affairs and progress of the Commission or any of its subsets, as the case may be.
- 16.2. The Commission shall publish at least once a year a more extensive review of members' work in a particular topic as a dedicated issue of its Journal *Policy Matters*.

17. Amendments of the Bylaws

- 17.1. These By-laws may be amended at any meeting of the Steering Committee on a proposal by the Chair, the Executive Committee or at least three members of the Steering Committee.
- 17.2. No change may be made to these By-laws which is inconsistent with the IUCN Statutes or the Regulations or the Mandate of the Commission.