INTERNATIONAL POLITICAL SCIENCE ASSOCIATION

RULES AND PROCEDURES[i]

Preliminary Provision

The Rules and Procedures at IPSA Council meetings, in harmony with IPSA Constitution, apply to the Executive Committee and other category of members listed below.

Book 1

PROCEDURES AT COUNCIL MEETINGS [ii]

Title I
Conduct of Meetings

Article 1

Meetings of the Council shall be chaired by the President of IPSA; or, in his or her absence, by the First Vice-President; or, in his or her absence, by one of the other Vice-Presidents designated by the President.

Article 2

The Secretary General shall act as Secretary to the Council.

Article 3

Decisions of the Council shall be by a majority of the votes of members present. In the event of a tie, the President shall have a second or casting vote.

Title II
Membership and Attendance

Article 4

Meetings of the Council shall be attended, normally in a non-voting capacity, by the Secretary General, the Program Chair(s), the editors of IPSA's publications (the *International Political Science Abstracts*, the *International Political Science Review*, *World Political Science, IPSAMOOC* and *IPSAPortal*) and the IPSA Summer School Coordinator. Other persons, including representatives of institutional members, may be invited by the President to attend all or part of a meeting.

Article 5

In proposing individual members for ratification by the Executive Committee as members of the Council under article 11B of the Constitution, the President shall take the following considerations into account:

(i) in the case of chairpersons and secretaries of research committees or their representatives, the need to ensure circulation of representation from group to group between congresses;

(ii) in the case of other members, the need to maintain an appropriate gender and regional balance.

For purposes of article 7, individual members appointed to the Council under article 11B shall be seen as belonging to the collective member of the country or region in which they normally reside.

Article 6

Alternate representatives designated by the collective members may only vote if the representatives are not able to attend the Council meeting in question.

Title III

Elections

Article 7

The election of the President of IPSA shall be governed by the following provisions:

(i) In addition to the candidate or candidates nominated by the Executive Committee one year in advance of the Council meeting, other candidates may be nominated by at least four members of the Council. Any such nomination must be in writing, must contain the signatures of four Council members, the assent of the candidate and a short biographical note, and must be handed to the Secretary General by 17h00 at the latest on the day before the scheduled presidential election;

(ii) Presidential nominees must be adequately informed of their tasks and of the electoral process;

(iii) If there is only one candidate, the sole candidate shall be declared elected unanimously;

(iv) If there is more than one candidate, voting shall be held by secret ballot of members of the Council. The candidate obtaining a majority of valid votes is elected President. Should no candidate obtain a majority, a second ballot shall be held between the two candidates with the largest numbers of votes in the first ballot.

Article 8

The election of the Executive Committee of IPSA shall be governed by the following provisions:

(i) Subject to article 7 (iv), the number of vacancies shall be 16, the maximum permitted by article 20 of the Constitution;

(ii) Any candidate must be a member or an alternate member of the Council, and must be nominated by at least four members of the Council. All nominations must be in writing, must contain the signatures of four Council members, the assent of the candidate and a biographical note, and must be handed to the Secretary General by a specified deadline, which shall be not less than 24 hours before the time for which the election is scheduled;

(iii) The Secretary General shall publish the list of candidates and their biographical details appropriately as soon as possible after the close of nominations;

(iv) If the number of candidates is at least 10 and no more than 16, all candidates shall be declared elected, provided there are no more than two candidates from any collective

member. If there are more than two candidates from any collective member, a secret ballot shall be held to select two of them;

(v) If the number of eligible candidates is less than 10, the President shall make provision for additional nominations;

(vi) If the number of candidates is greater than 16, voting shall be held by secret ballot of members of the Council. Each voter may cast up to 16 votes;

(vii) On the first ballot, candidates receiving an absolute majority of votes cast are elected in descending order of votes until all vacancies have been filled, subject to article 7 (ix);

(viii) If fewer than 16 candidates are elected on the first ballot, a second ballot takes place among the remaining candidates. Candidates are declared elected in descending order of votes until all vacancies have been filled, subject to article 7 (ix);

(ix) If more than two candidates from any collective member are placed within the top 16 candidates, only the two with the largest numbers of votes shall be considered eligible, and remaining vacancies shall be filled by remaining candidates in descending order of votes;

(x) In nominating candidates and in voting, members of the Council should take into consideration the need for representation by world region and by gender.

Article 9

All elections shall be subject to the following conditions:

(i) The counting of votes shall be conducted by tellers appointed by the Council, who shall normally include the president and the Secretary General;

(ii) In the event of a tie in the election of the IPSA President, the following provisions shall apply:

if, on the first ballot, two or more candidates tie for second position or three or more tie for first position, all of these candidates shall proceed to a second ballot, and a third ballot between the two candidates with the greatest numbers of votes shall be held if necessary; if, on a later ballot, two or more candidates tie, the winning candidate shall be the one with the greatest number of votes on the first ballot;

on account of transparency, the information about the electoral results of the first round will be made public before the vote of the second round (should there be one);

(iii) In the event of a tie in the election of the IPSA Executive Committee, the following provisions shall apply: if, on the first ballot, two or more candidates tie for the last position or positions, these candidates (and these alone) shall proceed to the second

ballot; if, on the second ballot, two or more candidates tie, the winning candidate or candidates shall be those with the greatest numbers of votes on the first ballot;

(iv) Should the provisions of articles 8 (ii) and 8 (iii) fail to break a tie, the issue shall be decided by lot.

Title IV

Interpretation

Article 10

The meaning of these rules shall be determined by the President, subject to appeal to the Council, whose decision shall be final.

Book 2

FEE STRUCTURE FOR COLLECTIVE MEMBERS [iii]

Title I
Calculation of Payment Capacity

Article 1

The fee of each collective member shall be based on an index of capacity to pay, which shall be defined as the average of (1) its proportionate share of the UN budget and (2) its proportionate share of the total individual membership of all collective members.

Article 2

In the case of each collective member, *proportionate share of the UN budget* shall be calculated by dividing the share of the UN budget for the country represented by the collective member by the total share of the UN budget for all countries represented in IPSA by collective members. UN budget share shall be based on the UN table of payments for 2006. UN budget share shall be revised every ten years on the basis of the updated UN table.

Article 3

In the case of each collective member, *proportionate share of the total individual membership* of all collective members shall be calculated by dividing the number of individual members affiliated to the collective member in question by the total number of individual members affiliated to all collective members; the number of collective members in each national association shall be the figure reported from time to time to the Secretariat by that collective member.

Title II
Normal payment categories

Article 4

The index of capacity to pay shall be converted into units of payment in accordance with the following provisions:

- less than 1% 1 unit
- 1-3.49% 2 units
- 3.5-9.99% 4 units
- 10-19.99% 6 units
- 20% or more 16 units

Article 5

The value of a unit of payment shall be determined from time to time by the IPSA Council.

Title III

Reduced Payment Categories

Article 6

A compensatory fund to assist poorer collective members whose resources do not permit them to pay their due fees shall be established. 10% of the revenue from collective members liable for at least four payment units shall be added to this fund. Collective members may also choose to pay more than the sum for which they are liable or may, at their request, be placed in a higher category than that to which they are allocated by the formula. The additional revenue raised by this means shall be added to a compensatory fund.

Article 7

Collective members weighted at less than 0.5% of capacity to pay may apply for a reduced payment rate of one half of a unit of payment, and the Executive Committee shall be authorised to make further

reductions in the membership fees of associations in this category, subject to the provision that no collective member shall pay less than one quarter of a unit of payment. The cost of such reduced payments shall be deducted from the compensatory fund.

Book 3

PROCEDURE AT IPSA EXECUTIVE MEETINGS [iv]

Title I
Conduct of Meetings

Article 1

Meetings of the Executive Committee shall be chaired by the President of IPSA; or, in his or her absence, by the First Vice-President; or, in his or her absence, by one of the other Vice- Presidents designated by the President.

Article 2

The Secretary General shall act as Secretary to the Executive Committee.

Article 3

Decisions of the Executive Committee shall be by a majority of the votes of members present. In the event of a tie, the President shall have a second or casting vote.

Article 4

The Executive Committee shall meet immediately after the biennial congress, and thereafter at least once a year. It shall normally meet on six occasions between congresses, as follows:

(i) Immediately after the congress;
(ii) In autumn of the congress year ;
(iii) In spring of the post-congress year;
(iv) In autumn of the post-congress year;
(v) In spring of the congress year;
(vi) Immediately before the congress.

Title II

Membership and Attendance

Article 5

Meetings of the Executive Committee shall normally be attended, in a non-voting capacity, by the Secretary General, the Program Chair, the editors of IPSA's publications (the *International Political Science Abstracts*, the *International Political Science Review, World Political Science* and *IPSA Portal*) and the IPSA Summer School Coordinator. Other persons may, for particular purposes, be invited to attend all or part of a meeting.

Title III

Appointments and Nominations

Article 6

At its first meeting after the congress, the Executive Committee shall elect a First Vice- President and one or more other Vice-Presidents. The list of nominees for these posts shall be presented by the President and the nominees shall be agreed by motion of the Executive Committee.

Article 7

As soon as possible after the congress, the Executive Committee shall ratify the membership of subcommittees of the Executive Committee. The lists of nominees for these posts shall be presented by the President and the nominees shall be agreed by motion of the Executive Committee.

Members of subcommittees shall normally be drawn from the membership of the Executive Committee and from others who regularly attend meetings of the Executive Committee. Each Vice-President shall normally chair one committee. Each subcommittee shall comprise the President and the Secretary General as ex officio members and a normal maximum of five other members. In addition to such other subcommittees or search committees as the Executive Committee may consider appropriate, the following committees shall be appointed:

(i) *Committee on Organisation, Procedure and Awards*: to advise on all aspects of organisational development, including procedures, membership policy and any other matter referred to it by the Executive Committee;

to advise on all aspects of IPSA awards and to evaluate candidates for these, including: (1) the Stein Rokkan Travel Grant Award, (2) the Karl Deutsch award, (3) the Francesco Kjellberg Award, (4) the Wilma Rule Award, (5) the Prize of the Foundation Mattei Dogan awarded by the International Political Science Association for High Achievement in Political Science, (6) the Meisel Laponce Award, (7) the Juan Linz Prize, (8) the Global South Award, (9) the Award for Concept Analysis in Political Science, the Best C&M Working Paper Award, (10) the Charles H. Levine Memorial Book Prize, (11) the Ulrich Kloeti Award, and (12) any other awards for which provision might be made;

(ii) *Committee on the Congress Program*: to advise on the structure of the program and on all areas associated with the biennial world congress;

(iii) *Committee on Research and Training*: to advise on all aspects of the operation of research committees and on inter-congress activities;

(iv) *Committee on Membership and Participation:* to advise and take initiatives on all matters affecting collective, institutional, and individual membership in IPSA; the participation of members and non-members in IPSA activities and programs; in particular the status of women in IPSA activities and programs; and to build a broader base of participation by women scholars, younger scholars, and all scholars from countries and nationalities underrepresented for any reasons.

(v) *Budget Committee:* to formulate policy priorities for the Association's long-term budgetary strategy;

(vi) *Committee on Publications:* to advise and take initiatives to expand the range of IPSA publications and to monitor the development of new projects.

Article 8

Editors of IPSA publications, including the editors of the *International Political Science Abstracts*, the *International Political Science Review*, *World Political Science* and *IPSA Portal*, and the IPSA Summer School Coordinator shall be appointed by the Executive Committee for two-year periods on the nomination of the President, following consideration of the advice of a search committee, if appropriate.

Members of the editorial boards of IPSA publications shall be appointed by the editors following consultation with the President and the Secretary General; the appointments to take effect once the Executive Committee has been informed.

Article 9

At a meeting, one year before the congress, the Executive Committee shall nominate a candidate or candidates for election as President of IPSA. The nomination procedure shall be as follows:

(i) Any nominee must be proposed in writing by a member of the Executive Committee; the proposal must be seconded by another member of the Executive Committee; and there must be evidence that the nominee is prepared to stand;

(ii) The President may call for nominations in advance of the meeting at which the nomination is to be made, and the President shall judge and report to the Executive Committee on the validity of nominations;

(iii) In the event of there being more than one candidate, a secret ballot shall be held during the Executive Committee meeting. The candidate winning a majority of the votes cast shall be nominated. Should no candidate obtain a majority, the procedure shall be determined by the President subject to the agreement of the Executive Committee;

(iv) The Executive Committee may decide by motion to nominate an additional candidate or candidates. Voting on any such motion shall be by secret ballot.

Article 10

At its first meeting of the congress year and at its immediately pre-congress meeting, the Executive Committee shall ratify the President's nominees for membership of IPSA Council under clause 11b of IPSA constitution. The nomination procedure shall be as follows:

(i) In the case of representatives of research committees, the President nominates the chairs of 12 groups at the spring meeting; these are selected in rotation, following established sequence, from groups which have been recognised for at least two years;

(ii) In the case of other members, the President nominates as early as possible, but no later than the pre-congress meeting, taking account of regional and gender considerations.

Title IV
Responsibilities

Article 11

As well as carrying out such other responsibilities as may be given to it by the Constitution or by the Council, the Executive Committee shall:

(i) Consider periodic reports of the Secretary General on the affairs of the association;

(ii) Approve the audited accounts for the previous financial year;

(iii) Adopt the budget for the current or following financial year

(iv) Consider and take appropriate action in respect of the reports of subcommittees of the Executive Committee and of the editors of the association's publications

(v) Approve periodically new subscription rates for individual and associate-institutional members;

(vi) Take such measures as are necessary with respect to the organisation of the world congress, inter-congress activities and other activities compatible with IPSA's objectives.

Article 12

Subject to such procedures as it may establish the Executive Committee delegates to the Secretary General the right to admit individual and associate-institutional members of the association.

Title V
Interpretation

Article 13

The meaning of these rules shall be determined by the President, subject to appeal to the Executive Committee, whose decision shall be final.

Book 4

MEMBERSHIP [v]

Title I
Eligibility

Article 1

Individual membership of IPSA is open to persons suitably qualified by their professional activity or general interest in political science. Persons employed as teachers or researchers in political science and related disciplines are eligible, and the Executive Committee may extend eligibility to other categories.

Individual members of IPSA pay an annual or biennial subscription fee, fixed from time to time by the IPSA Executive Committee.

Article 2

Institutional membership of IPSA is open to international or national associations, organisations, societies or institutions pursuing objectives compatible with those of IPSA in related fields of activity.

Institutional members of IPSA pay an annual subscription fee, fixed from time to time by the IPSA Executive Committee.

Article 3

Collective membership of IPSA is open to national and regional associations recognised by the Executive Committee as being representative of political science in their respective countries or regions.

Collective members of IPSA pay an annual subscription fee based on a table of payments approved by the IPSA Council.

Title II
Admission Procedures

Article 4

Admission to individual and institutional membership is available on application to the IPSA Secretariat. Admission to collective membership is based on application to the IPSA Executive Committee, which refers the application to its Committee on Membership and Participation. Any application for collective membership should be directed to the IPSA Secretariat, and must include the following documents:

(i) The Constitution of the association as a legal entity;

(ii) The list of members of the association and a statement indicating that they represent the majority of political scientists in the country or region;

(iii) Information about the activities of the association, including academic meetings and publications;

(iv) A statement of the financial resources of the association;

(v) An outline of the future academic plans of the association;

(vi) A list of members of the Executive Committee together with their institutional affiliations.

Article 5

There shall normally be only one collective member from a country but if, in any country, two or more eligible groups are candidates for collective membership the Executive Committee may, at its discretion, seek the establishment of a joint committee to which collective membership may be granted, or it may admit one or more of the groups as collective members.

Article 6

Regional associations will normally be admitted to collective membership only in cases where there are no national associations within the region which are collective members of IPSA, but the Executive Committee may make exceptions to this.

Title III
Rights of Members

Article 7

Individual, institutional and collective members of IPSA are entitled to free subscriptions to the *International Political Science Review*, to *Participation*, to the *IPSA Portal*, to the *World Political Science*, and to any other information circulated by the Secretariat, and are entitled to subscriptions to the *International Political Science Abstracts* at reduced rates.

Individual members of IPSA are entitled to register at reduced rates for IPSA world congresses and IPSA Summer Schools and to serve on the officer boards of research committees.

Persons affiliated to collective members of IPSA are entitled to membership of IPSA's research committees.

Article 8

Individual members of IPSA may be invited by the President to serve on the IPSA Council. Institutional members of IPSA may be invited to attend Council meetings as observers.

Collective members of IPSA are entitled to representation on the IPSA Council at a level determined by the Executive Committee. All new collective members shall initially be accorded one seat on the Council. A request for increase in representation shall be considered, upon request, after two consecutive world congresses. Any such request should be received by the IPSA Secretariat at least two years in advance of the Council meeting at which it is desired to bring it into effect. It will be considered by the IPSA Executive Committee, which refers the application to its Committee on Organisation, Procedure and Awards.

The application must include information on the following points:

(i) Current number of members in the national or regional political science association;

(ii) Current number of political science departments in the country or region;

(iii) Current subscriptions to IPSA publications;

(iv) Organisation of IPSA congresses, roundtables and other activities in the preceding ten years;

(v) Number of participants in the last three IPSA world congresses;

(vi) Active participation in the activities of IPSA research committees over the past ten years;

(vii) Other services provided in the field of publications and/or research carried out on behalf of IPSA.

Article 9

The IPSA Executive Committee may also make provision for reducing the number of Council seats allocated to a collective member.

Title IV
Termination of membership

Article 10

Individual and institutional membership of IPSA shall terminate automatically on cessation of payment of subscriptions. A collective member of IPSA shall be classified as inactive if its subscription falls more than two years in arrears.

Book 5

ROLE OF IPSA SECRETARY GENERAL [vi]

Title I
General Responsibilities

Article 1

Under the authority of the Executive Committee and in cooperation with the President, the Secretary General is responsible for the development and organisation of the Association, its meetings and finances, as well as for overseeing the day-to-day activities of the IPSA Secretariat, including the hiring and supervision of staff.

Article 2

In conjunction with the President, he or she shall seek the attainment of the Association's objectives, including the spread of information about the development of political science and the fostering of international scholarly networks among political scientists.

Article 3

The Secretary General is ex officio member of all the IPSA committees. He or she serves as secretary to the Executive Committee and Council and is responsible for the meeting reports.

Title II
Specific Responsibilities

Article 4

The specific administrative tasks of the Secretary General shall include the following:

(i) In collaboration with the President, to devise and propose plans and programs for consideration by the Council and the Executive Committee;

(ii) To prepare annual budgets for consideration and approval by the Executive Committee;

(iii) To submit annual financial reports and audited accounts to the Executive Committee and biennial financial reports to the Council;

(iv) To prepare regular reports on the activities of the Association for consideration by the Executive Committee, and a biennial report for consideration by the Council;

(v) To assure financial planning and seek to improve the base of funding of the Association;

(vi) To serve committees as appropriate, including all subcommittees of the Executive Committee;

(vii) To oversee the organisation of biennial congresses and other meetings organised by the Executive Committee;

(viii) To develop and service the individual, associate-institutional and collective membership;

(ix) To maintain communication and contacts with research committees;

(x) To ensure the regular publication of the Association’s newsletter;

(xi) To promote and oversee the development of the Association’s publications;

(xii) To promote and oversee the Association's Summer Schools;

(xiii) To promote political science by organizing symposiums and roundtables in collaboration with other associations or research groups;

(xiv) To maintain and archive the Association’s documents and records;

(xv) To employ and supervise the Association’s secretarial personnel.

BOOK 6

ORGANISATION OF IPSA CONGRESSES [vii]

Title I
General

Article 1

IPSA shall organise a world congress every two years. The Executive Committee shall determine the dates and venue on the basis of an application to host the congress by a national or regional association that is a collective member of IPSA, or by another body recognised by IPSA as an appropriate host organisation.

The procedure for proposing and assessing applications to host an IPSA congress is outlined in annex 1.

Title II
Organisational Responsibilities

Article 2

The academic program of the congress shall be coordinated by a Program Committee under a Program Chair nominated by the President and ratified by the Executive Committee.

Each congress shall have a theme proposed by the Program Chair – or co-Chairs – in collaboration with the Program Committee.

The Program Committee shall determine the general structure of the congress so that it reflects the theme and possible sub-themes of the program. A congress shall normally consist of sessions of the following types:

(i) Sessions related to the main theme organised by the Program Chair and the Program Committee;

(ii) Sessions organised by research committees;

(iii) Sessions organised by individual political scientists and approved by the Program Chair and the Program Committee;

(iv) Sessions of other types, including a small number of plenary sessions, some of which organised by the President and Program Chair and others in association with the local organising committee.

(v) One-day short courses on concepts and methods in political science.

The responsibilities of the Program Committee are outlined in annex 2.

Article 3

The logistical and technical organisation of the congress shall be carried out by a local organising committee designated by the national association in the host country or by such other body as may be designated by the Executive Committee. The local organising committee shall ensure:

(i) That adequate space is available for (1) the congress sessions, (2) such business meetings as may appropriately take place, (3) ancillary services, including book displays and (4) such other services as are needed, and that access to these is open to all participants, including those with physical disabilities;

(ii) That an adequate funding structure is in place to ensure the efficient functioning of the congress;

(iii) That an appropriate social program is on offer.

The responsibilities of the local organising committee are outlined in annex 3.

Article 4

The IPSA Secretary General shall ensure that IPSA procedures are followed and that there is free communication between the different agencies involved in congress organisation. He or she shall also ensure that IPSA members are informed of all aspects of the planning of the congress. More specifically, he or she shall:

(i) Publish a call for the organisation of special sessions within the general program theme, and for the submission of paper proposals for all open sessions;

(ii) Publish the preliminary congress program as a special issue of *Participation*;

(iii) Circulate such additional information as is necessary to IPSA members;

(iv) Advertise and promote the congress as widely as possible with a view to extending participation and membership.

(v) That adequate information on travel and accommodation, and an accommodation reservation service, is available;

(vi) That adequate arrangements are in place for registration and for the provision of information about various aspects of the congress.

The responsibilities of IPSA Secretary General are outlined in annex 4.

Title III
Participation

Article 5

Participation shall be open to all IPSA members and to others approved by the Program Committee. The principal categories of participation shall be as follows:

(i) Chairs or convenors of sessions

(ii) Paper givers

(iii) Discussants

Guidelines for participation are outlined in annex 5.

Title IV
Awards and Financial Assistance

Article 6

The Executive Committee (on the recommendation of its subcommittees or of the local organising committee) may make provision for specific grants or awards. These may include:

(i) IPSA travel grants, drawn from IPSA's resources;

(ii) Special grants, drawn from monies raised by the local organising committee;

(iii) Stein Rokkan Travel Grants, offered to young scholars;

(iv) The Karl Deutsch Award, offered to a distinguished scholar;

(v) The Juan Linz Prize, offered to a distinguished scholar engaged in Decentralization, Multinational and Multiethnic Integration and Federalism Comparative Research;

(vi) The prize of the Foundation Mattei Dogan awarded by the International Political Science Association for High Achievement in Political Science to an established scholar for the accomplishment throughout his or her career;

(vii) The Francesco Kjellberg Award for the best paper by a new scholar;

(viii) The Wilma Rule Award for the best paper in the area of gender and politics;

(ix) The Global South Award, granted to a scholar from the Global South, and whose scholarly contribution is focused on the relevant countries/ regions/ themes;

(x) The Meisel-Laponce Award for the best article published in *IPSR* in the previous four years.

Provisions governing these awards are outlined in annex 6.

Book 7

GENERAL RULES FOR RESEARCH COMMITTEES [viii]

Title I
Definition

Article 1

The IPSA Executive Committee shall, in accordance with article 5(e) of the IPSA Constitution, make provision for the establishment and monitoring of research committees to conduct and propagate the results of research within the various subfields of political science.

Article 2

Research committees are groups of scholars conducting research into a particular problem or in a particular area of political science approved by the Committee on Research and Training and the IPSA Executive Committee as part of a broad research framework within the discipline of political science.

Title II

Objectives

Article 3

Research committees should:

(i) Develop research in political science, especially work based on international cooperation;

(ii) Organise and maintain personal contacts among political scientists with common interests;

(iii) Disseminate information and publish scholarly research; and

(iv) Provide a framework for cooperation between individuals and organisations concerned with teaching and research in political and other social sciences.

Title III

Membership

Article 4

Membership of research committees is open to political scientists who are members of national associations affiliated to IPSA, and to individual members of IPSA.

Article 5

Research committees should be as representative as possible of the different approaches in their special fields, and of the countries and regions of political scientists who conduct research in these fields. They should also make appropriate provision for the inclusion of women, young scholars (including doctoral students) and other disadvantaged groups.

Article 6

Research committees may require their members to pay a small fee to assist in defraying running costs, under the condition that it is made public on the RC website, on the IPSA website or otherwise.

Article 7

Research committees are required to ensure that their activities are adequately publicised by forwarding to the IPSA Secretariat material for publication on a regular basis. They are required to make a prompt and positive response to persons applying for membership. In the event of an application for membership not being accepted, the individual in question should be informed that he or she may forward an appeal to the Committee on Research and Training.

Title IV

Organisation

Article 8

The affairs of each research committee shall be directed by an elected board consisting of no fewer than

seven and no more than twelve members. The board shall be elected for four years, with the possibility of re-election for an additional two-year period. Board elections shall include at least two new members at each election. No officer of a research committee may remain as an officer in the same substantive capacity for more than six years, and more than an extra four years in a second position. If possible, board members should represent different countries and approaches in their fields of interest.

Article 9

The board shall have a chair assisted, if necessary, by a vice-chair and a secretary. The chair shall be the primary contact point for IPSA and shall be regarded as the convenor of the research committee, unless the board designates another officer as convenor.

Article 10

No-one may be a board member of more than one research committee.

Article 11

If, for any reason, the elected chair should tender his resignation, then an interim chair should be named by the IPSA Executive Committee at its next regular meeting, after consultation with the outgoing research committee officers. The interim chair is then required to appoint a reconstituted board, which would be responsible for administering the affairs of the research committees until its next regular biennial election.

Article 12

Research committees should make every effort to keep the IPSA Secretariat informed of their activities. In particular, each research committee is strongly required to provide an updated list of the names and full coordinates of office holders and board members after each election of a new board.

Article 13

Research committee officials must be dues-paying individual members of IPSA.

Title V

Activities

Article 14

Research committees are entitled and expected to organise a minimum of two sessions at the IPSA world congress.

Article 15

Between congresses, research committees should organise meetings, conduct research and publish its results, and circulate news and information about their activities. All research committees are expected to organise at least one academic meeting once every four years, in addition to the minimum of 2 panels to be organized at the IPSA World Congress.

Article 16

In the event of participation changes at any academic meeting organised by a research committee, these shall be set at a low enough level to ensure that participation at the meeting is not discouraged, and is also subject to any maximum fee that may be prescribed by the IPSA Executive Committee on the recommendation of the Committee on Research and Training.

Title VI

Recognition of Research Committees

Article 17

The Committee on Research and Training may recommend the recognition of a new research committee on the basis of a request signed by at least 15 political scientists from at least seven different countries and two continents; the signatories must include both men and women.

Article 18

Any application for the formation of a research committee must be accompanied by a statement outlining:

(i) The subject of the proposed committee;

(ii) The main analytical perspectives and empirical fields to be considered;

(iii) A list of prospective members; and

(iv) A plan of activities and goals, and particularly future meetings and conferences, publications and newsletters.

Title VII

Review of Research Committees

Article 19

Research committees are recognised on a probationary basis for an initial two-year period. After the probationary period, an initial evaluation will be conducted and if approved, their organisation and activities shall subsequently be reviewed every six years by the Committee on Research and Training.

Article 20

The Committee on Research and Training may recommend the continuation of a research committee for a further six-year period if in its view it satisfies the following conditions:

(i) The organisational requirements in articles 8-12;

(ii) The academic requirements in articles 13-15;

(iii) The reporting requirements in article 19; and

(iv) Such other requirement as the committee may impose to satisfy itself of the bona fide activity of the research committee.

Article 21

The Committee on Research and Training may at any time recommend to the Executive Committee withdrawal of recognition of a research committee that is in breach of the rules.

Title VIII

Committee on Research and Training

Article 22

The Committee on Research and Training shall consist of members appointed by the IPSA Executive Committee including the Research Committee Liaison Representative and the Summer School Coordinator (both *ex officio*).

Article 23

The duties of the committee are:

(i) To consider proposals for new research committees, and to recommend whether or not they should be accepted;

(ii) To review the activities of existing research committees every six years, and to recommend whether or not they should be continued;

(iii) To monitor the scope and activities of research committees as a whole, to encourage their work, and to recommend ways in which its quality might be improved;

(iv) To encourage the systematic development of research on a planned basis by identifying gaps and areas of overlap in the overall pattern of research committees; and

(v) To report its recommendations and conclusions to the IPSA Executive Committee and, where appropriate, to the IPSA Council.

Title IX

Interpretation

Article 24

The Committee on Research and Training shall rule on any ambiguities in these rules, subject to a right of appeal to the IPSA Executive Committee.

Book 8

ADVISORY COMMISSION ON RESEARCH [ix]

Title I

Definition

Article 1

The Advisory Commission on Research is constituted of the chairs of the research committee; its formal status is that of a body advisory to the Executive Committee.

Title II

Objectives

Article 2

The Commission shall advise the Executive Committee on the conduct of research within IPSA, including policy on the recognition of research committees, on the monitoring of their activities, and on their involvement in the program of the biennial world congress.

Title III

Organization

Article 3

Its meetings shall take place every two years, on the occasion of the IPSA biennial world congress.

Article 4

Its membership shall comprise the chairs of all research committees or their representatives and the

members of IPSA's Committee on Research and Training.

Article 5

The attendance at its meetings shall be open to members of IPSA's Executive Committee, the Program Chair and the editors of IPSA's publications.

Article 6

Its meetings shall be chaired by the chair of the Committee on Research and Training or, in his or her absence, by a member of the Committee on Research and Training designated by the IPSA President. The Secretary General shall act as secretary to the Advisory Commission on Research.

Title IV

Duties

Article 7

The chairs of research committees shall elect, during the biennial meeting of the commission, a representative who shall liaise with the IPSA Executive Committee in order to represent the research committees' views. This elected representative is to be called the Research Committee Liaison Representative**.**

Title V

Procedures for the Election of the Research Committee Liaison Representative

Article 8

Any method of electing the Research Committee Liaison Representative to the Executive Committee devised by the Advisory Commission on Research, including electronic voting, is acceptable, provided that the particular method is in compliance with the rules and regulations of IPSA.

Article 9

The Committee on Research and Training should assist as much as possible in the electoral process of the Research Committee Liaison Representative, and in this context:

(i) Encourage candidates to submit their candidacy along with an introductory note about themselves, and publish these candidacies on the website and in other IPSA media three months prior to the world congress;

(ii) Inform members that they can also offer their candidacy at the meeting of the Advisory Commission on Research and that the measures proposed above are not restrictive but are intended to facilitate and improve the electoral process;

(iii) Plan the meeting of the Advisory Commission on Research on the second or the third day of the Congress in order to assure maximum participation of research committee's chairs.

Book 9

RESEARCH COMMITTEE LIAISON REPRESENTATIVE[x]

Title I

Definition

Article 1

The Research Committee Liaison Representative is the representative of the research committees within the IPSA body, and is elected at the biennial meeting of the Advisory Commission on Research for a maximum of two terms of two years.

Title II

Role

Article 2

The Research Committee Liaison Representative shall consistently maintain communication with officials of all research committees.

Article 3

The Research Committee Liaison Representative is invited to all IPSA Executive Committee meetings to further strengthen the research committees-Executive Committee linkage. As for all Executive Committee members, he or she has to finance his/her travel expenses but should be included in the Executive Committee contingent for which the local organizers would usually provide coverage of cost for the hotel room and meals.

Article 4

He or she shall issue a report to the chair of the Committee on Research and Training no later than two weeks before each Executive Committee meeting.

Article 5

The Research Committee Liaison Representative shall advise the IPSA Executive Committee and the IPSA Secretariat on matters related to the research committees and attend the meetings of the Committee on Research and Training.

BOOK 10

FUNDING OF RESEARCH COMMITTEES [xi]

Title I

Funding of Research Committee Activities

Article 1

IPSA provides financial assistance available for all research committees on the basis of a fixed yearly amount allocated by the IPSA Executive Committee.

Article 2

A maximum amount of US$ 1,500 will be available to each accepted application by a research committee as 'seed money' for meetings held during the two-year period between IPSA World Congresses.

Article 3

Priority will be accorded to collaborative activities involving:

(i) two or more research committees teaming up for a joint conference;

(ii) one or more research committees teaming up with a national political science association – or with one or more association subsections [standing groups, working groups etc.] – for a joint conference;

(iii) research committees that organize their first meeting of the 2-year period;

(iv) or research committees that have already organized one meeting without IPSA funding and are requesting seed money for holding a second during a given 2-year period.

Article 4

Local costs of the meeting must be covered by a local host or sponsor, indicating sufficient interest in the conference project. In accordance with established IPSA rules, IPSA funds should be used for contributing to the travel expenses of paper-givers on a "fair" basis taking into account special needs, and also for administrative or other costs if they are adequately substantiated. Funding may not be used

for paying honoraria.

Article 5

In exceptional cases, a contribution towards the publication of a book or journal may be considered. No support can be extended to book projects or manuscripts for which no publisher had been found and no contract has been signed. In the interest of encouraging international contributions to volumes involving IPSA-related activities, support of a maximum of US $500 might be granted toward the copy-editing of contributions by non-native speakers of IPSA languages.

Title II

Procedures for Funding Request

Article 6

Research Committee Chairs and Co-/Vice-Chairs are the only officers eligible to apply for funding on behalf of a Research Committee.

Article 7

Application forms for financial assistance are available online; these forms must be filled out and signed by the eligible officers. In case of a joint event, each RC requesting funding must submit an individual application – collective applications will not be considered. Any application for financial assistance must provide the following information:

(i) The amount of funding requested;

(ii) The purpose for which the funding is required;

(iii) The period (years) in which the money will be spent, including an budget outline;

(iv) A statement of the research committee's finances for the current or most recent available year.

Article 8

The application form must be submitted with all requested documentation to the RC Liaison Representative by March 1st or September 1st of each year. Any questions concerning the forms or the funding request process should be addressed to the RC Liaison Representative. The application will be considered by the Committee on Research and Training at its subsequent meeting.

Article 9

In assessing applications, the Committee on Research and Training will consider (1) the quality of the application and (2) the quality of the work of the research committee based on earlier evaluations.

Article 10

All RCs approved for funding must submit eligible expenses to the IPSA Secretariat within six months of the funded event. Eligible expenses must be substantiated by appropriate documentation (invoices, receipts, etc.). Only officers eligible to apply for funding on behalf of an RC may receive funds on behalf of the RC.

Title III

Websites

Article 11

Research committees' websites are constructed and maintained by the IPSA Secretariat on the basis of information furnished by research committee's officers. No funding is consequently available for such websites.

Article 12

Financial support for newsletters will not be granted.

Article 13

Secretariat services are the responsibility of the research committee's chairs and cannot be funded by IPSA.

Book 11

ACADEMIC ACTIVITIES BETWEEN IPSA CONGRESSES [xii]

Title I
General

Article 1

The IPSA Executive Committee may sanction the organisation of roundtable meetings, symposia and workshops/seminars between congresses on the basis of invitations from local organisers or on the initiative of members of the Executive Committee.

Article 2

The responsibilities of the local sponsoring institution or individual are as follows:

(i) A named individual or body must be prepared to accept responsibility for all aspects of local organisation, including academic ones;

(ii) An appropriate academic theme should be adopted, subject to approval by the IPSA Executive Committee or of IPSA officers designated by them;

(iii) The speakers and the target audience must include international participation, with at least one half of the participants coming from foreign countries and, normally, some scholars from each of the world's regions; efforts should also be made to ensure that a gender balance is maintained and that there is appropriate representation of younger scholars;

(iv) Some opportunity for developing a knowledge of the host country or region should be provided for foreign participants in the form of lectures, tours, excursions, receptions or other such activities;

(v) In order to increase the visibility of IPSA, it is recommended that the education and/or research authorities of the host country be invited to observe the meeting;

(vi) The local host must normally be prepared to offer to cover all local expenses for foreign visitors, including hotel, meals and excursions; arrangements should be made for meeting and seeing off foreign participants; and an effort should also be made to raise money to support the travel of foreign speakers who do not have financial support from any other source;

(vii) Arrangements for the publication of the proceedings and their dissemination.

Article 3

The IPSA Secretariat will publicise the meeting and will also publish brief summaries of the proceedings after the event.

Article 4

Meetings of the IPSA Executive Committee may be held in conjunction with roundtable meetings, symposia or workshops/seminars sanctioned by the Executive Committee. In such cases, Executive Committee members who have competence in the topic of the academic meeting will be invited to assist by presenting a paper. Others may be invited to act as discussants or to chair sessions.

Title II
Roundtable Meetings

Article 5

A roundtable meeting consists of a small group of researchers, preferably numbering not more than 30 participants plus a maximum of 20 observers, held between IPSA congresses and lasting normally for two days.

Article 6

The objectives of roundtable meetings are:

(i) To permit researchers in specific sub-disciplinary areas to transmit and compare the results of their current research;

(ii) To focus attention on frontier areas of research or neglected topics; and

(iii) To develop new areas of political science and interdisciplinary topics.

Article 7

All participants are expected to present papers or act as discussants, and should ideally do both. Abstracts of approximately 350 words should be made available to the organisers at least one month in advance of the meeting, and an effort should be made to pre-circulate papers by email.

Title III
Symposia

Article 8

An IPSA symposium is a meeting at which selected speakers present a specialist theme to a non-specialist audience; this audience may be relatively large, and will normally be defined by reference to a particular geographical region or continent.

Article 9

The objectives of the IPSA symposia are:

(i) To internationalise approaches to the study of politics;

(ii) To provide scholars of one country or region with insights into the theories, conceptualisations, methodologies, data and findings used elsewhere; and

(iii) To contribute to the development of the discipline in the region or continent in which the symposium is being held.

Article 10

Symposia will normally take place in non-congress years and will normally circulate between continents.

Title IV
Workshops and Seminars

Article 11

A workshop or seminar consists of a set of lectures or courses with a substantial training function that allows adequate time for group discussion and the presentation of research projects.

Article 12

The objectives of the IPSA workshops and seminars are:

(i) To contribute towards the development of advanced skills related to the discipline;

(ii) To encourage familiarity with recent developments in the discipline; and

(iii) To promote the infrastructural development of the discipline in other ways.

Article 13

Workshops and seminars will normally be organised to cater for the needs of regions where the discipline is less developed.

Title V
Summer Schools

Article 14

In 2010 IPSA created the Summer Schools on concepts, methods and techniques in political science and the social sciences in general. Summer Schools are conceived in a pluralist understanding of the epistemological and methodological foundations of the social sciences. They aim to create a wider international network of such events in order to enhance the development and strengthening of political science through capacity building from below, especially in regions where for a variety of reasons initiatives of this kind have been lacking.

Article 15

The IPSA Summer School Coordinator (SSC) is responsible for the coordination and supervision of the IPSA summer schools on concepts and methods in political science. The SCC is selected by a search process which is conducted by the Committee on Research and Training functioning as a search committee. The SCC is appointed for a term of two years at the first IPSA EC meeting following the World Congress. This term is renewable. The SCC can be supported by one or more persons who are not co-opted to the EC. These persons are identified in the same way like the SCC, namely by a search process in the hand of the CRT.

Article 16

The SSC is invited to all IPSA Executive Committee meetings. As for all Executive Committee members, he or she has to finance his/her travel expenses but should be included in the Executive Committee contingent for which the local organizers would usually provide coverage of boarding costs.

Article 17

He or she shall issue a report at every Executive Committee meeting attended.

Article 18

The SSC shall advise the IPSA Executive Committee on matters related to the summer schools and attend the meetings of the Committee on Research and Training.

Article 19

IPSA is engaged in providing organizational and financial support at the start up phase of each Summer School. Once established, each Summer School is expected to become self sustaining in both aspects (financial and organizational). Travel grants and other financial support are subject to the approval of the IPSA Executive Committee.

Annex 1

APPLICATIONS TO HOST AN IPSA WORLD CONGRESS

Title I
General

Article 1

The IPSA Executive Committee shall from time to time consider applications from national or regional political science associations that are collective members of IPSA to host IPSA congresses.

Title II
Content of Application

Article 2

Applications to host an IPSA congress should normally be made at least four years before the intended date of the congress, and must identify clearly the person or institution undertaking to organise the congress.

Article 3

The application should provide information on the following:

(i) The proposed dates;

(ii) The proposed location (city, and venue within the city);

(iii) The estimated number of meeting rooms and other areas of different sizes available for plenary sessions, panels and business meetings, and to cover administrative and organisational needs (to include space for IPSA, local organisers, registration, display and social areas); and information on access to all congress venues for persons with physical disabilities;

(iv) The proposed nature of overnight accommodation, and an estimate of the number of rooms available at different cost levels;

(v) If relevant, information on transport between the centres of accommodation and the place of meeting, and its cost for participants;

(vi) The distance between the congress location and a well-served international or other airport, and any other relevant travel information, including information on probable costs of transportation;

(vii) The availability of a local academic and other infrastructure capable of being mobilised to provide adequate organisational support for the congress;

(viii) An estimate of the probable amount of funding that could be raised by the local organisers to cover organisational costs, with an indication of the main sources;

(ix) The name and coordinates of the contact person with IPSA pending the establishment of a local organising committee;

(x) Any other information relevant to the offer to host the IPSA World Congress.

Article 4

The application should indicate a commitment to establish a local organising committee that would organise the facilities and services outlined in annex 3 (Responsibilities of the local organising committee) and to abide by the rules for the organisation of the IPSA congresses.

Article 5

The application should indicate that the host body would undertake financial responsibility for the event. The host body is also expected to do its utmost to raise funds for travel.

Title III
Assessment of Applications

Article 6

The IPSA Executive Committee shall respond as quickly as practicable to any application to host a congress, and shall normally make a decision at least four years before the proposed date for the congress.

Article 7

The IPSA Executive Committee may also consider applications to host a World Congress from bodies other than national or regional associations that are collective members of IPSA. In such cases, the application must conform to articles 2-5 above.

Annex 2

RESPONSIBILITIES OF THE PROGRAM COMMITTEE

Title I
Congress Theme

Article 1

The IPSA Program Chair – or co-Chairs - proposes a congress theme for approval and elaboration by the Program Committee.

Title II
Congress Structure

Article 2

The program shall consist of at least four parts, in addition to plenary sessions, and the Program Committee, on the proposal of the Program Chair, shall determine the approximate number of panels to be included in each part and oversee their organisation:

(i) Sessions and plenary sessions under the main theme; main theme sessions shall be organised by convenors, in collaboration with co-convenors as appropriate, appointed by the Program Committee and the Program Chair; a small number of plenary sessions, some of which organised by the President and Program Chair and others in association with the local organising committee.

(ii) Sessions organised by IPSA research committees proposed by the chairs of committees to the Program Chair, who shall be responsible for informing and proposing decisions, whenever pertinent, to the Program or Executive Committees; each research committee shall normally organise two sessions;

(iii) Special sessions organised by individual political scientists and approved by the Program Chair and the Program Committee;

(iv) Supplementary sessions and sessions of other types, organised by the Program Chair in association with the local organising committee and the Program Committee; these may include sessions on the “state of the discipline”, on global regions or on other topics.

Title III
Responsibilities of Program Chair

Article 3

The Program Chair shall have the following responsibilities:

(i) He or she shall be in charge of coordinating and distributing all relevant information, as well as making proposals to the Program Committee and the Executive Committee pertaining to the intellectual organisation of the congress;

(ii) In consultation with the Program Committee, he or she shall make decisions, or when pertinent propose them to the Executive Committee, about any issue arising in the process of organising sessions, including the replacement of convenors who for any reason are not performing their duties;

(iii) He or she shall be responsible for gathering, inducing and processing proposals for the third part of the program, special sessions.

Article 4

The Program Chair shall ensure that participation in the congress program (as convenors, chairs, paper givers and discussants) is as open as possible by issuing calls for panels and calls for papers at appropriate times.

Article 5

The Program Chair shall ensure that women, younger scholars and scholars from disadvantaged regions are adequately represented in the congress program.

Article 6

The Program Chair shall prepare an initial version of the congress program (including a list of sessions and coordinates of convenors) for publication and a revised version (including paper givers and titles of their papers).

Annex 3

RESPONSIBILITIES OF THE LOCAL ORGANIZING COMMITTEE[xiii]

Title I
General

Article 1

The host national association shall appoint a local organising committee, whose chair shall accept responsibility for the coordination of all local arrangements and for reporting to the IPSA Executive Committee.

In exceptional cases, the IPSA Executive Committee may make special arrangements for the appointment of a local organising committee. The local organising committee shall:

(i) Provide a basic organisational plan to the IPSA Executive Committee for its approval as early as possible;

(ii) Undertake organisational and financial responsibility for all aspects of the physical management of the congress;

(iii) Ensure that the IPSA Secretariat, President, Executive Committee members and Program Chair are kept fully informed of all aspects of congress planning.

Article 2

The local organising committee shall, in consultation with the Program Chair, arrange the program for the period of the World Congress, and shall ensure that this includes the following components:

(i) Coordination of the congress in collaboration with the IPSA Secretariat;

(ii) A reception for all participants following the opening ceremony;

(iii) Dinner for the IPSA Executive Committee and, if possible, the IPSA Council;

(iv) An optional program of tours for congress participants and their partners;

(v) Such other events as appear appropriate and feasible.

Title II
Finance and Personnel

Article 3

The local organising committee shall ensure that adequate financial support is available. This shall come from the following sources:

(i) Funds from national and other sources, or support in kind (receptions sponsored by national and local governments, foundations, research institutes, universities, etc.);

(ii) A special travel support grant from the national UNESCO High Commission for third world delegates, for which the local organising committee shall apply;

(iii) Extra funding for travel grants from other sources.

Title III
Pre-congress Planning

Article 4

The local organising committee shall ensure that adequate space is provided and that access is available to it by persons with physical disabilities, as follows:

(i) Such space as is necessary for the efficient operation of the local organising committee, for at least one year in advance of the World Congress and one month after this;

(ii) A range of public access areas, including: (1) a large registration area with enough space for several lines (two or three for pre-registrants and two or three for those registering on site) (2) an IPSA information booth (3) a booth for general and tourist information (4) a large message board for posting messages (5) a message board reserved for organisational announcements (6) a social area nearby, with food and drink facilities, water fountains, wash rooms and telephones (7) a large, appropriately furnished enclosed space for exhibitors (8) a lost and found;

(iii) Rooms for academic sessions: one large amphitheatre (capacity of 1,000-1,500) for the opening ceremony; one large amphitheatre for plenaries throughout the congress (capacity of 500-1,000); 6-8 small lecture halls (80-125); 20 to 25 classrooms (25-50); 6 rooms for business meetings of research committees (15-30);

(iv) Rooms for business meetings: one council meeting room (100); one executive and committee meeting room (35);

(v) appropriately furnished offices for (1) the IPSA President, including a meeting area (2) the IPSA Secretary General, including a meeting area (3) the IPSA World Congress and Events Manager, with appropriate secretarial, reproduction and communications

equipment, telephone and two desks (4) other IPSA Executive Committee members or session convenors (several offices on an ad-hoc basis) (5) if necessary, an assistant to check travel grantees' identification and to hand out the money in strict confidence.

Article 5

The local organising committee shall undertake the following practical arrangements regarding travel and accommodation before the congress:

(i) Inform the local tourist, convention, municipal and police authorities about the congress;

(ii) Ensure that visa application procedures, where applicable, will operate smoothly;

(iii) Approach national airlines for special reductions for congress participants;

(iv) Make arrangements with the host university to reserve a sufficient number of rooms in university residences for congress participants;

(v) Outline of the social program, including pre- and post-congress tours, to accompany this.

Article 6

The local organising committee shall make the following arrangements immediately before the congress:

(i) Set up a bank account for the congress with signing authority held by the IPSA Secretary General and Congress Administrator.

Annex 4

RESPONSABILITIES OF THE IPSA SECRETARY GENERAL

Title I
Publicity

Article 1

The IPSA Secretary General shall ensure that all IPSA members are kept informed of developments in relation to congress organisation:

(i) The announcement regarding the date and venue of the congress;

(ii) The elaboration of the congress theme;

(iii) Calls for panels and papers;

(iv) The preliminary program;

(v) Rules for participation in the IPSA congresses;

(vi) Information about travel grants, Stein Rokkan Travel Grant award, the Francesco Kjellberg award, the Karl Deutsch award, the of the Foundation Mattei Dogan awarded by the International Political Science Associations for High Achievement in Political Science, the Wilma Rule award, the Global South award, the Juan Linz Prize, the Meisel-Laponce Award, the Award for Concept Analysis in Political Science, the Best C&M Working Paper Award, the Charles H. Levine Memorial Book Prize and the Ulrich Kloeti Award.

Article 2

The IPSA Secretary General shall ensure that information about the World Congress is also disseminated as widely as possible throughout the profession by means of its web page, by other electronic means as appropriate, and by circulating to all collective members (national and regional political science associations) and editors of newsletters of research committees:

(i) The announcement regarding the date and venue of the congress;

(ii) The elaboration of the congress theme;

(iii) Calls for panels and papers;

(iv) Information about travel grants, Stein Rokkan Travel Grant award, the Francesco Kjellberg award, the Karl Deutsch award, the of the Foundation Mattei Dogan awarded by the International Political Science Associations for High Achievement in Political Science, the Wilma Rule award, the Global South award, the Juan Linz Prize the Meisel-Laponce Award, the Award for Concept Analysis in Political Science, the Best C&M Working Paper Award, the Charles H. Levine Memorial Book Prize and the Ulrich Kloeti Award.

Article 3

The Secretary General shall use the occasion of the World Congress to publicise IPSA and to maximise the recruitment of individual members of IPSA.

Title II
Communication of Information

Article 4

The Secretary General shall ensure that those involved in the planning of the IPSA congresses (including the Program Committee and the local organising committee) are fully informed of procedures, and that these procedures are observed.

Article 5

The Secretary General shall ensure unimpeded communication with the Program Chair and with the local organising committee, and shall encourage close contact between the Program Chair and the local organising committee.

A visit of the Program Chair and the Secretary General in the year prior to the congress should be organized by the local committee.

Article 6

The Secretary General shall ensure that information on IPSA's membership and on its research committees is available as necessary to the local organisers and to the Program Committee.

Title III
Administration

Article 7

The Secretary General shall prepare and administer a program of travel grants, and shall seek funding to support this.

Article 8

The Secretary General shall take such other steps as are appropriate to ensure the success of the World Congress.

(i) Make arrangements with hotels (which should be as close to the congress site as possible) for special lower rates; and ensure that the hotel will continue to honour special rates for all late registrants;

(ii) Prepare kits for delegates with the program, invitations to opening ceremony and embassy receptions (if applicable), local tourist information, sponsor inserts, etc.

(iii) Clear signposting of all events;

(iv) General information in several languages, as appropriate;

(v) Simultaneous translation for the opening ceremony and closing sessions, and appropriate supporting physical arrangements;

(vi) Banking and foreign exchange facilities, and information on these;

(vii) Adequate communications, word processing and reproduction equipment for congress participants;

(viii) Audio-visual and computer equipment (power point) for presentation as needed;

(ix) Transportation (shuttle service) between hotels and congress site, if applicable;

(x) Hotel accommodation for Executive Committee members, the Program Chair, the IPSA Secretariat and IPSA editors;

(i) Receipt of congress registration fees from all participants;

(ii) Disbursement of travel grants (including deduction of registration fees from these, where appropriate);

(iii) Recording all financial transactions;

(iv) Informing the IPSA Secretariat of any newly recruited members.

Annex 5

Guidelines for participation in IPSA world congresses

Title I
General

Article 1

Participation in IPSA World Congresses shall be open to IPSA members, to members of national and regional associations affiliated to IPSA and to other persons approved by the Program Committee.

Article 2

Those participating may do so as convenors, co-convenors, session chairs, paper givers, discussants or simply as persons attending the congress.

Title II
Organisation of Sessions

Article 3

Sessions in all parts of the program shall be of such length as the Program Committee may decide. Each session shall normally include no more than six paper givers, one discussant and one chair and co-chair.

Article 4

Convenors are responsible for organising one or more panel sessions, and are appointed as follows:

(i) Convenors of panel sessions related to the main theme: by the Program Committee;

(ii) Convenors of panel sessions organised by research committees: by the respective committees;

(iii) Convenors of special panel sessions: by the Program Committee on the basis of applications from IPSA members and others;

(iv) Convenors of panel sessions of other types: by the Program Committee.

A co-convenor may be appointed where necessary, subject to the agreement of the Program Chair deemed.

Applications to convene panel sessions under headings (ii) and (iii) must reach the Program Chair as early as possible, and no later than 1 December of the pre-congress year.

Title III
Duties of Convenors, co-Convenors and Chairs

Article 5

The duties of convenors are as follows:

(i) To prepare proposals for their panel sessions and to undertake all necessary organisational initiatives to implement them;

(ii) To consult with the co-convenor (if there is one) on all aspects of the organisation of panel sessions;

(iii) To take responsibility for all correspondence and other contacts with participants, the Program Chair and the IPSA Secretariat;

(iv) To designate a chair for any panel session that is not being chaired by the convenor;

(v) To strive to obtain a balanced representation on the program of each panel session in terms of gender, region, and age and career stage, and other criteria arising from the plurality embodied in IPSA and the discipline;

(vi) To ensure that there are adequate opportunities for participation by unsolicited paper givers, by not finalising panel session programs prematurely;

(vii) To consider additional paper proposals from the Program Chair when these fall within the thematic scope of a particular panel session;

(viii) To approve the program for their panel sessions by the deadline set by the Program Committee, (this should include: (1) panel session titles, (2) paper titles, and (3) names, addresses and email coordinates of chairs, paper givers and discussants and anyone else named in the program);

(ix) To circulate to all participants in their panel sessions with (1) a list with names and addresses of paper givers and discussants and (2) a copy of guidelines for participation in the IPSA congresses;

(x) To inform the Program Chair promptly of developments and problems in their panel sessions and to defer to a decision of the Program Chair in the case of any problem or dispute that the convenor cannot resolve;

(xi) To make recommendations as to the award of travel grants;

(xii) To provide a report on the panel sessions to the Program Chair after the congress;

(xiii) To designate the name of a candidate for the Francesco Kjellberg award for the best paper by a new scholar;

(xiv) To designate the name of a candidate for the Wilma Rule award for the best research on gender and politics;

(xv) To take such other steps as are necessary to ensure the success of their panel sessions.

Article 6

The duties of co-convenors are as follows:

(i) To consider and advise on the proposals submitted by convenors;

(ii) To assist convenors in such other ways as are needed.

Article 7

The duties of panel session chairs are as follows:

(i) To apply the normal rules of good chairmanship, subject to the time allotted to each panel session by the Program Committee;

(ii) To make every effort to maximise the opportunity for discussion;

(iii) To restrict each paper giver to a maximum of 15 minutes for oral presentation;

(iv) To restrict to no more than 30 minutes the period devoted to discussants and the responses of paper givers;

(v) To allow at least 10 minutes for general discussion from the floor;

(vi) To follow judicious practices in eliciting comments and questions from those attending the panel session; and;

(vii) To prevent lengthy and irrelevant interventions.

Title IV
Duties of Paper Givers and Discussants

Article 8

The duties of paper givers are as follows:

(i) To prepare a written paper, in English or French, of no more than 25 typewritten pages, single-spaced on A4 (or 210 x 297mm) paper or equivalent size;

(ii) To submit to the IPSA Secretariat a 350-word abstract of the paper in English or French, no later than 1 October prior to the congress year;

(iii) To circulate copies of the paper, no later than 1 July of the congress year to:

- The panel session convenor(s)
- All listed participants in the relevant panel session
- The IPSA Secretariat

(iv) To present the paper orally, normally for no more than fifteen (15) minutes, at the congress.

Article 9

The duties of discussants are as follows:

(i) To present a short review of the paper or papers that the discussant has been invited to consider;

(ii) To restrict this review to no more than five minutes per paper.

Title V
General Guidelines for Participants

Article 10

All registered participants at the World Congress are eligible to attend all meetings that form part of the congress program, including sessions on the main theme, sessions organised by research committees and sessions of other types.

Article 11

All participants whose names are included in the congress program must conform to the following rules:

(i) All of those whose names are to be listed on the program must preregister by 1 April of the congress year;

(ii) All paper givers must in addition have submitted an abstract by 1 April of the congress year if their names are to be included in the congress program and their abstracts in the book of abstracts.

Article 12

To permit maximum participation in the World Congress, it is necessary to limit the number of appearances of any single individual as follows:

(i) No individual may make more than one appearance on the program in each of the following categories:

- Chair of a panel session
- Paper giver
- Discussant

(ii) A person may, in other words, chair a session, present a paper and serve as discussant; the person may not chair two sessions or act as paper giver or discussant in two sessions.

(iii) In calculating such appearances, the entire program (including the main theme sessions, research committee sessions and special sessions) will be taken into consideration. The Program Chair may waive this rule for special workshops and for supplementary and regional sessions.

Annex 6

IPSA AWARDS

Title I
Types of Awards

Article 1

With a view to enhancing the quality and diversity of participation in its world congress, IPSA has instituted a series of awards in the following categories:

(i) Karl Deutsch Award;

(ii) Stein Rokkan Travel Grant award;

(iii) Francesco Kjellberg Award;

(iv) The Prize of the Foundation Mattei Dogan awarded by the International Political Science Association for High Achievement in Political Science;

(v) Wilma Rule Award;

(vi) Global South Award;

(vii) Juan Linz Prize;

(viii) Meisel-Laponce Award

(ix) Award for Concept Analysis in Political Science;

(x) Best C&M Working Paper Award

(xi) Charles H. Levine Memorial Book Prize

(xii) Ulrich Kloeti Award

(xiii) IPSA travel grants;

(xiv) Special travel grants.

Title II
Karl Deutsch Award

Article 2

The purpose of the Karl Deutsch Award is to honour a prominent scholar engaged in the cross-disciplinary research of which Karl Deutsch was a master. The recipient presents the Karl Deutsch lecture or leads a special session at the World Congress. The award is made on the recommendation of the committee on awards. It is supported by the Karl Deutsch fund.

Title III
Stein Rokkan Travel Grant Award

Article 3

The purpose of the Stein Rokkan Travel Grant award is to assist a small number of graduate students in attending the World Congress by covering their basic travel and accommodation costs. The recipients receive financial assistance towards travel and subsistence costs. The awards are made on the recommendation of the Committee on Organisation, Procedures and Awards. They are supported by the Stein Rokkan fund.

Article 4

Applicants for the award are expected to submit:

(i) A curriculum vitae;

(ii) A statement of the nature of the research project and an indication as to how it could benefit from participation in the congress;

(iii) A letter of reference from an academic familiar with the applicant's work certifying his or her academic status and evaluating his or her suitability for the award;

(iv) A representative sample of written work (whose length should not be greater than a scientific journal article);

(v) A statement indicating financial need in respect of the costs of attending the congress.

Article 5

The following are the criteria for the award:

(i) Each candidate must be registered in a degree granting program;

(ii) Normally candidates must be at the doctoral level but in exceptional cases where qualifications and money allow students at master's level may be considered;

(iii) Candidates must demonstrate that their academic institutions and professors have bestowed high academic honour and esteem on them;

(iv) Candidates' written work will be assessed by the Committee on Organisation, Procedures and Awards .

Title IV
Francesco Kjellberg Award

Article 6

The purpose of the Francesco Kjellberg Award is to encourage young, new scholars to write and present papers at the World Congress of Political Science. The recipient is offered a complimentary two-year IPSA membership and funding of his/her travel costs to the following World Congress of Political Science. The award is made on the recommendation of the Committee on Organization, Procedures and Awards on the basis of nominations by convenors and chairs at the world congress and is based on normal criteria of academic excellence. It is supported by IPSA's own resources.

Article 7

Nominations for the award must be made by convenors or panel chairs and must include the following:

(i) A letter of recommendation from the chair or convenor indicating that the candidate fulfils the criteria and is worthy of an award;

(ii) The curriculum vitae of the author;

(iii) Four copies of the congress paper.

Article 8

The following are the criteria for the award:

(i) Candidates must be new scholars, not more than five years after completion of a PhD, or at the beginning of an equivalent active academic career, at the time of presenting the paper;

(ii) The paper must be original, unpublished and presented personally at the congress;

(iii) The paper must be outstanding, and worthy of publication in a leading political science journal.

Title V
The Prize of the Foundation Mattei Dogan Awarded by the International Political Association for High Achievement in Political Science

Article 9

The Prize for High Achievement in Political Science is offered to a scholar of high international reputation in recognition of his/her contribution to the advancement of political science. It is offered by the Foundation Mattei Dogan.

Title VI
Wilma Rule Award

Article 10

This award was instituted by the Executive Committee on the recommendation of the Committee on Membership and Participation and the Committee on Organisation, Procedures and Awards. It was designed to encourage research in the area of gender and politics and was launched at the congress in Québec City in 2000. It is given to the best research on gender and politics. The Committee on Organisation, Procedures and Awards has recommended naming the award in tribute to the work of Wilma Rule.

Title VII
Global South Award

Article 11

This prize was established to recognize the work done by a scholar from the Global South, and whose scholarly contribution is focused on the relevant countries/regions/themes.

Title VIII
Juan Linz Prize

Article 12

The purpose of the Juan Linz Prize is to honour a prominent scholar engaged in the Decentralization,

Multinational and Multiethnic Integration and Federalism Comparative Research of which Juan Linz was a master. The recipient presents the Juan Linz lecture or leads a special session at the IPSA World Congress of Political Science. The award is made on the recommendation of the Committee on Organisation, Procedures and Awards. It is supported by the Juan Linz fund.

Title IX
Meisel-Laponce Award

Article 13

The Meisel-Laponce Award was created by the *International Political Science Review* (IPSR) to honor John Meisel and Jean Laponce, the first two editors of *IPSR*. The prize is awarded at every second World Congress of Political Science to the best article published in *IPSR* in the previous four years.

Title X
Award for Concept Analysis in Political Science

Article 14

This prize is awarded by one of IPSA's research committees, RC01 on Concepts and Methods. The C&M Award for Concept Analysis in Political Science is given every three years. The notion of "concept analysis" is understood broadly. It covers concept analysis, concept formation, and conceptual innovation as well as the fields of operationalization, measurement, and data collection.

Title XI
Best C&M Working Paper Award

Article 15

This prize is awarded by RC01 on Concpets and Methods. The Committee on Concepts and Methods publishes two highly regarded series of working papers. Every other year, the Committee distinguishes the best paper published in either of its two series during the two preceding calendar years.

Title XII
Charles H. Levine Memorial Book Prize

Article 16

The Prize is awarded by RC27 on Structure and Organization of Government to a book that makes a contribution of considerable theoretical or practical significance in the field of public policy and administration, takes an explicitly comparative perspective, and is written in an accessible style. It is named in honor of Charles H. Levine, who was an accomplished member of the Research Committee and served on the editorial board of *Governance*. The prize is awarded on the recommendation of a distinguished committee.

Title XIII
Ulrich Kloeti Award

Article 17

The Ulrich Kloeti Award for Distinguished Contributions to the Study of Public Policy, Administration, and Institutions is given by RC27 in honor of Ulrich Kloeti, a founding member of the committee on the Structure and Organization of Government (SOG) and its co-chair for ten years. It is presented annually to a scholar who has made exceptional contributions to research in the field through a sustained career. Awardees must have involved themselves significantly within RC27 - Structure and Organization of Government (SOG) -- both with respect to research and leadership.

Title XIV
IPSA Travel Grants

Article 18

The purpose of the IPSA travel grants is to facilitate attendance at the world congress by making financial assistance available for travel to the congress to persons who would not otherwise be able to afford this.

The recipients are required to be listed on the program of the world congress. The awards are made on the recommendation of the travel grants subcommittee of the Program Committee. They are supported by IPSA from its own resources and from funds raised from other sources.

Article 19

Applicants for travel grants are expected to submit:

(i) A completed application form;

(ii) A curriculum vitae;

(iii) A letter of reference from the convenor or chair of the session at which the candidate is participating indicating his or her academic suitability and financial need for the award;

(iv) An optional supporting statement.

Article 20

The following criteria are taken into account by the travel grants committee in considering applications for awards (the first three are most heavily weighted):

(i) Status on program (e.g. convenor/chair, paper giver, discussant);

(ii) Economic circumstances of applicant's country;

(iii) Geographical region;

(iv) Receipt of travel grants to earlier world congresses;

(v) Sex (with advantage to women);

(vi) Age (with advantage to younger scholars);

(vii) Membership of IPSA and status of national association in IPSA.

Title XV
Special Travel Grants

Article 21

The purpose of special travel grants is to facilitate attendance at the world congress by making financial assistance available to persons who would not otherwise be able to afford attendance at the congress. The awards are made by the local organising committee from funds raised from various sources.

Article 22

Application procedures and criteria for assessing applications are the same as for the IPSA travel grants.

Title XVI
General Provisions

Article 23

Applicants for the Stein Rokkan Travel Grants may also apply for special travel grants and, if eligible, for IPSA travel grants, but may be awarded only one of these.

Applicants for the IPSA travel grants are also considered automatically for special travel grants, which are allocated at a later stage than the IPSA grants.

Article 24

The implementation of IPSA's award scheme is based on criteria approved by the relevant IPSA Committees.

[i] **Reference to IPSA Rules and Procedures**: According to the Constitutional Amendment approved and adopted by the IPSA Council in Madrid, 8-12 July 2012, the entire document has been reviewed and adapted to the change in the cycle of World Congresses from every 3 years to every 2 years.

ii **Reference to Book 1**: Proposal to IPSA Council prepared by the IPSA Executive Committee at meeting no. 78, Krakow, 25-26 April 1999, for presentation to the Council under article 19 of IPSA constitution, which authorises the Council to "adopt its own rules of procedure"; based on existing documents and practices. Amended by the Executive Committee at meeting 104, Kiel, September 2009.

iii **Reference to Book 2**: Adopted unanimously by IPSA Council at its meeting no. XVII, Seoul, 17-21 August 1997; see also proposal to IPSA Council prepared by the IPSA Executive Committee at meeting no. 99, Valencia, 16-19 September 2007.

iv **Reference to Book 3:** Adopted by the IPSA Executive Committee at meeting no. 78, Krakow, 25-26 April 1999, subject to agreement on article 7 at meeting no. 79, Naples, 6 October 1999, no. 84, Tenerife, 27-28 September 2001,. 88, Durban, 4 July, 2003104, Kiel, September 2009 and 106, Madrid October 2010

v **Reference to Book 4:** Adopted by the IPSA Executive Committee at meeting no. 78, Krakow, 25-26 April 1999.

vi **Reference to Book 5:** Approved by the IPSA Executive Committee at meeting no. 78, Krakow, 25-26 April 1999.

vii **Reference to Book 6:** Approved by the IPSA Executive Committee at meeting no. 78, Krakow, 25-26 April 1999, Santiago, 6-8 May 2002,106, Madrid October 2010 and 108, Tokyo, April 2012

viii **Reference to Book 7:** Initially adopted by the IPSA Executive Committee at its meeting no. 42 in Zurich in 1981; since amended several times; text approved by the IPSA Executive Committee at meeting no. 78, Krakow, 25-26 April 1999. New amendments adopted in the IPSA Executive Committee at meeting no. 85, Santiago, 6-8 May 2002 and at meeting no.92, Grenoble, 10-12 April 2005. Revision and amendments adopted by the IPSA Executive Committee at meeting no. 120 in Dubrovnik (2016).

ix **Reference to Book 8:** Adopted at the IPSA Executive Committee meeting no.80 in Jerusalem, 27-28 February 2000. New amendments adopted in the IPSA Executive Committee at meeting no. 100, Montréal, 27-29 April 2008, and 106, Madrid October 2010

x **Reference to Book 9**: Adopted at the IPSA Executive Committee meeting no. 80 in Jerusalem, 27-28 February 2000, and 106, Madrid October 2010

xi **Reference to Book 10:** Initially adopted by the IPSA Executive Committee at its meeting no. 58 in Oslo, 22-23 August 1989; since amended several times at meeting no. 77 in Boston, 1-2 September 1998, meeting no. 78, Krakow, 25-26 April 1999. New amendments adopted in the Executive Committee meeting no. 85, Santiago, 6-8 May 2002, no.92, Grenoble, 10-12 April 2005, no. 99, Valencia, 16-19 September 2007 and no. 100, Montréal, 27-29 April 2008.

xii **Reference to Book 11:** Approved by IPSA Executive Committee at meeting no. 73, Rio de Janeiro, 6-8 March 1997.

xiii **Reference to Annex 3:** A Memorandum of Agreement is signed with all local organizing committee to respond to the specific needs and situation as approved by the IPSA Executive Committee at meeting no. 90 in Fukuoka, 1-4 April 2004, no. 91, Stockholm, 8-10 October 2004, and no 98, Bath, 10-13 April 2007.