



Stakeholders Committee Terms of Reference

CLASSIFICATION

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AVAILABILITY

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Stakeholders Committee Terms of Reference

The Inter American Accreditation Cooperation, (IAAC), Stakeholder Members that have signed the IAAC MoU,

In order to:

- (i) Contribute to the mission and goals of IAAC;
- (ii) Contribute to an ever closer cooperation among the Stakeholder Members of IAAC and;
- (iii) Comply with IAAC Bylaws and with other applicable obligations.

Have decided to:

- (i) Define the following rules of procedure to be followed so that the objectives of the MoU are fulfilled; and
- (ii) Present these rules for approval by the General Assembly.

Article 1. Every Stakeholder must be a signatory to the IAAC MoU and is entitled to a single vote or ballot and these members may vote on any decisions brought to the Stakeholders Committee by its members.

Article 2. The Stakeholders Committee meeting will be held at least every year, concurrent with IAAC annual meeting. Meeting attendees are either IAAC recognized Stakeholders signatories of the IAAC MoU or individuals invited to attend the Stakeholder's meeting by the Stakeholders Committee's Coordinator.

Article 3. Voting Stakeholders have only one vote during Stakeholder meetings and proxy votes are not accepted.

Article 4. The Stakeholders Committee shall:

- a) Meet normally concurrent with the IAAC annual meeting;
- b) Meet extraordinarily, in the event of exceptional circumstances, as requested by at least two (2) stakeholder representatives or by a request of one-third of the votes of its members;
- c) Have a quorum and begin its meeting when one-third of its members is present, whether in person or by proxy;

Article 5. The Stakeholders' Committee has authority to:

- a) Elect, from the Stakeholder members a Chair and Vice-Chair to serve for a term of one year; and appoint a Secretary at each meeting;
- b) The Chair and Vice-chair may participate in the Executive Committee for the duration of their terms. If the Chair and/or the Vice-Chair are unable



- to attend an Executive Committee meeting, the Chair will appoint a proxy(ies) from the list provided by the Stakeholder's Committee;
- c) Elect two representatives to participate in the MLA Committee for a term of two-years;
 - d) Designate the Stakeholders' coordinator(s) to the subcommittees;
 - e) Establish work committees, work plans, and terms of reference as indicated in section 4.4.f) of IAAC Bylaws.
 - f) Act on other matters, which contribute to the mission and goals of IAAC;
 - g) Ratify any decisions by a two-thirds majority vote when a quorum is present during any Stakeholder's meeting;
 - h) Make any amendments to these Terms of Reference and present them for prior approval by the IAAC General Assembly.
 - i) Adopt resolutions by consensus; however, if consensus is not achieved, the resolutions will be adopted by an affirmative vote of two-thirds of members present at the meeting; and
 - j) As needed, take decisions and ballot documents between meetings in the same manner as provided in Article 11.5 of the IAAC Bylaws.

Article 6. The previous rules are to be interpreted at anytime in such a manner as to give precedence to the text of the IAAC Bylaws and the IAAC MoU.