



## BYLAWS OF THE NORDIC GEODETIC COMMISSION

Endorsed by the 19<sup>th</sup> General Assembly in Copenhagen 2022-09-08

### §1 Preamble

The Nordic Geodetic Commission (*NKG*, later on also *The Commission*) was established in 1953. It is an association of geodesists and experts active in the field of geodesy and related disciplines, and is a cooperation between Denmark, Estonia, Finland, Iceland, Latvia, Lithuania, Norway, and Sweden, hereafter called the NKG region. Anyone who is either by education or by function connected to geodetic activities and based in the NKG region can join the Commission as a member. The vision of the NKG is to advance geodetic cooperation, education, and research. NKG aspires to gender equality and sustainability in its activities.

### §2 Mission

The mission of the NKG is to

- Co-operate on the scientific basis for development and maintenance of the coordinate, height, and gravity reference systems, transformation and deformation models, and other geodesy-related research, and support their practical implementation in the NKG region,
- Participate in the creation and implementation of high-quality geodetic products and services, and conduct joint projects and research to achieve those goals,
- Maintain archives of geodetic data used for creating NKG products,
- Serve as a cooperation hub for the geodetic community in the NKG region, and provide a link between NKG and the wider scientific community,
- Promote work and achievements made within the scope of NKG, and disseminate information on geodesy and education in general,
- Support Open Data Policy and principles of FAIR (findability, accessibility, interoperability, and reusability) with its data and products, and



# NORDISKA KOMMISSIONEN FÖR GEODESI NORDIC GEODETIC COMMISSION

- Follow international progress, trends and innovations in geodesy, discuss their implications in the NKG region, and if appropriate, support or initiate their implementation in the NKG region.

## **§3 Structure**

Components of the Commission are the General Assembly, Presidium, Working Groups and Projects. The General Assembly and Presidium can establish other temporary entities for specific tasks.

## **§4 Membership**

Individuals mentioned in §1 can join the Commission as members. Members are divided into eight National Groups and a member can belong to only one National Group. The National Groups are free to organize themselves and keep information of their members at their own discretion.

Members of the Commission are eligible to be nominated and can nominate other members to organs of the Commission. Members have a right to vote in the General Assembly (§6-9).

The NKG can have guests from outside the NKG region. They can participate in the activities of the Working Groups and Projects, and can participate in meetings, but they have no right to vote in the General Assembly.

## **§5 Meetings**

The Commission shall have its General Assembly every four years. The General Assembly is the Commission's highest decision-making body (§8).

The NKG Summer School can be organised in the middle of the period between two General Assemblies.

Working Groups shall have their meetings at least once per year, with additional events organized according to their needs.



# NORDISKA KOMMISSIONEN FÖR GEODESI NORDIC GEODETIC COMMISSION

## §6 Presidium

The Presidium is the permanent body of the Commission, and it handles the Commission's running topics and tasks. The Presidium consists of two representatives from each National Group (§4) and the chairs of the Working Groups (§9). The President of the Commission (§7) will be the chairperson of the Presidium. The election of the President is defined in §7.

Each National Group nominates two representatives to the Presidium based on their own rules and practices. These representatives should, whenever possible, represent both the National Mapping and Cadastral Agencies (NMCAs) and scientific community (universities etc.) at the national level. The number of terms a person can serve in the Presidium is not limited.

The nomination of the Presidium members shall be announced at the latest two weeks before the General Assembly (see §7 and §8 for details). Replacement of a member of the Presidium during the term is done by the respective National Group considering the guidelines outlined above.

The Presidium shall have a meeting at least once a year. The Presidium can invite guests to their meetings. Remote meetings and electronic voting are possible when needed.

In decisions taken by voting, each National Group has one vote. A quorum is reached when at least half of the members are present. In case of a tie, the President shall cast the decisive vote, except when the President is elected. In that case, the tie is solved by lot (§7).

Members of the Presidium will serve as the official point of contact in their country.

Tasks of the Presidium are to:

- Handle the governance of the Commission between the General Assemblies,
- Accept new NKG Projects and other temporary entities and nominate their chairpersons,
- Collect and prepare the proposals for Working Groups and nominations for chairpersons for the General Assembly,
- Follow the progress of the Working Groups, Projects and other NKG entities,
- Monitor enforcement of tasks and resolutions accepted by the General Assembly,
- Nominate a Resolution Committee to prepare the NKG resolutions which will be presented for adoption at the General Assembly,



# NORDISKA KOMMISSIONEN FÖR GEODESI NORDIC GEODETIC COMMISSION

- Exchange information within the Presidium on activities at the national level, and inform national authorities and the geodetic community on the work of NKG.

## **§7 President and Secretary**

The President of the Commission is nominated among the two representatives from each National Group (§6) and elected by the Presidium. The candidates for the position shall be announced at the same time as the members of the Presidium.

The election shall take place in the meeting of the new Presidium members during the General Assembly (§8). In the case of two or more candidates receiving not more than 50% of votes, the two candidates who received the most votes move on to the second round. In case of a tie after the second round, the winner is settled by a lot.

The length of the term of the President is four years and cannot be renewed. If the President resigns or for any other reason is not able to continue, the Secretary shall call the meeting of the Presidium to elect a new President.

The Secretary of the Presidium is elected by the Presidium in its first meeting. The Secretary can be elected outside of the Presidium members. The number of terms of the Secretary is not restricted.

Tasks of the President are:

- To chair and coordinate the work and meetings of the Presidium,
- To represent the Commission in official contexts,
- To sign on behalf of the Commission and Presidium after the mandate of the Presidium, and
- To chair the official sessions of the General Assembly.

Tasks of the Secretary are:

- To prepare the Presidium meeting together with the President, compile the Agenda, agree on details with the host of the meeting, and send out the invitation to the Presidium members,
- To keep and write the Minutes of the Presidium meeting including decisions and Action Items, and distribute them on time to all Presidium members and the NKG website,
- To keep minutes of the Plenary session of the General Assembly, and together with the Organizing Committee, collect and distribute results of the elections, resolutions and other decisions of the Plenary,



# NORDISKA KOMMISSIONEN FÖR GEODESI NORDIC GEODETIC COMMISSION

- To collect the memberships lists of the National Groups, and
- To perform other tasks agreed by the Presidium.

## §8 General Assembly

The host of the next General Assembly is agreed by the Presidium, at least a year before the meeting, and announced on the NKG website. The meeting is prepared and conducted by an organizing committee, appointed by the National Group of the country in which the Assembly is intended to be held.

The scientific program for the Assembly is decided by the Organizing Committee after consultation with the Presidium and is announced in due time before the Assembly for participants to submit abstracts and prepare participation.

The Agenda of the Assembly shall be published at least two weeks before the meeting, together with the information for the Plenary Session. This information shall include names of the new Presidium members nominated by the National Groups (§6), Candidates for the next President (§7), proposed Working Groups and Working Group Chairs (§9), information on the Resolution Committee (§9), and other topics which may require a decision by the General Assembly.

Decisions of the Commission are endorsed in the Plenary Session. Details of the decision and voting procedure are defined by the guidelines prepared by the Presidium. Each member participating in the voting has one vote and it is not possible to vote on behalf of another person. Unless otherwise stated, decisions are made with a simple majority. To keep the balance between National Groups of different sizes, any National Group cannot have more than 20% of the total votes given. In case of a tie, the President has the casting vote. In case of exceptional circumstances where the Plenary with a voting session cannot be arranged, electronic voting can be made. In that case, the Secretary will send the instructions to the NKG Members, based on the membership list.

Tasks of the Plenary of the General Assembly are:

- Endorsement of the proposed composition of the next Presidium,
- Adoption of the NKG resolutions,
- Adoption and dissolution of the Working Groups (§9),
- Adoption of the Chairpersons of the Working Groups (§9),
- Adoption of the changes in the bylaws (§13), and
- Adoption of the dissolution of the Commission (§14).



# NORDISKA KOMMISSIONEN FÖR GEODESI NORDIC GEODETIC COMMISSION

The closing session at the end of the General Assembly is chaired by the new President as the first duty of the new Presidium. The Secretary together with the Organizing Committee shall prepare the minutes of decisions and resolutions of the General Assembly, which are communicated to members.

## §9 Working Groups, Projects and other entities

A **Working Group** is meant to be a long-term entity continuing for more than one four-year period. New Working Groups can be established, and existing Working Groups can be renewed or discontinued by the General Assembly. The initiative to establish, renew, or discontinue can be made either by the Working Group, a National Group, or the Presidium. Any proposal with motivation, aims and objectives shall be presented to the Presidium latest at the Presidium meeting preceding the General Assembly. The Presidium shall present the proposal to the General Assembly for decision (§8).

The Working Group shall meet at least once a year, send a copy of its meeting minutes to the Presidium, report to the Presidium and give a summary report to the General Assembly. The Working Group Chair is a member of the Presidium.

A **Project** is meant to be a short-term entity for a specific task with a maximum lifetime of one four-year period. The Project is established and discontinued, and the Project leader is nominated by the Presidium by the same initiatives as the Working Group. The Project shall report its activities and results to the Presidium.

A **Service** is a long-term joint entity of two or more NKG countries to perform a specific task to produce and maintain a product of the NKG. Status of the Service is given by the Presidium.

The **Resolution Committee** is a temporary entity established by the Presidium before the General Assembly to prepare the resolutions.

## §10 Fees

The Commission does not charge membership fees. Costs associated with organizing meetings can be covered by participation fees.



# NORDISKA KOMMISSIONEN FÖR GEODESI NORDIC GEODETIC COMMISSION

## **§11 Publications and website**

The Commission's documents are preserved by the Presidium. A copy of the bylaws, meeting decisions and other important documents shall be included in each country's archive. The websites of the Commission are freely available on the internet. Final results of the Working groups, minutes of meetings, and decisions of the Assembly are published on the NKG website. Whenever possible products of the NKG should be made available (or linked) via the NKG website.

## **§12 Awards**

NKG can grant awards for meritorious or excellent contributions to geodesy or the mission of the NKG.

## **§13 Change of the bylaws**

Decisions on amendments or additions to these bylaws are taken by a simple majority at a General Assembly. This is exceptional voting where each National Group has one vote. In case of a tie, the President of the NKG will give the decisive vote.

Proposals to change the bylaws, made by one or more National Groups, or the Presidium itself, shall be submitted to the Presidium by January 31 of the year of the General Assembly. The Presidium or a subgroup of the Presidium will prepare and formulate any changes to the bylaws and propose them at the General Assembly.

## **§14 Dissolution of the Commission**

A decision on the dissolution of the Commission shall be taken at a General Assembly. Proposals for dissolution of the Commission shall be subject to the same procedure as the change of the bylaws, except that the decision in the General Assembly shall be made by 2/3 majority. A Quorum is achieved when at least six National Groups are present in the meeting.