

**MEMBERSHIP AND GOVERNANCE REGULATIONS OF THE
INTERNATIONAL NETWORK OF AGENCIES FOR HEALTH TECHNOLOGY ASSESSMENT
(INAHTA)**

Adopted: June 2013. Date last revised: 8 August 2023

1 DEFINITIONS AND INTERPRETATIONS

1.1 In these regulations:

1.2.1 **“Board”** means the board of INAHTA;

1.2.2 **“By-laws”** means the by-laws of INAHTA for the time being in force;

1.2.3 **“INAHTA”** means the International Network of Agencies for Health Technology Assessment; and

1.2.4 **“Regulations”** means regulations of INAHTA made by the Board pursuant to the By-laws, and for the time being in force.

1.2 Unless the contrary intention appears in these Regulations, where a word or phrase is defined in the By-laws the word or phrase has the same meaning throughout these Regulations.

2 NAME

The name of these Regulations is the ‘INAHTA Membership Regulations’.

3 POWER AND OPERATIVE EFFECT

3.1 Subject to the provisions of the By- laws, the Board has the power from time to time to make, amend and repeal such Regulations as it deems necessary or desirable for the proper conduct and management of INAHTA, the regulation of its affairs, and the furtherance of its objectives.

3.2 These Regulations come into operation in June 2013.

3.3 All Regulations concerning membership of INAHTA in force prior to the date of the coming into operation of these Regulations will be, and the same are hereby, repealed, saving all existing rights.

4 CLASSES OF MEMBERSHIP

Membership of INAHTA will be available in the following classes:

4.1 Full Membership; and

4.2 Candidate Membership.

5 ELIGIBILITY CRITERIA FOR ADMISSION TO MEMBERSHIP

5.1 Full Membership

Membership as a Full Member is open to organisations which meet the following criteria, in addition to the requirements prescribed in the By-laws:

- 5.1.1 they must support the purposes of INAHTA and comply with any code of conduct concerning the behaviour of Members;
- 5.1.2 are responsible on an ongoing basis for the coordination and/or development and operation of health technology assessment programs, and the production or commission of assessment reports;
- 5.1.3 have some ongoing, officially recognised role in relation to regional or national government;
- 5.1.4 are non-profit making, provide a comprehensive description of their sources of funding and other resources, and obtain at least 50% of their income from public sources;
- 5.1.5 have not been expelled as a member of INAHTA within 12 months of the date on which an application for membership is received;
- 5.1.6 must attest once per year in a simple statement, prior to renewing annual membership, that they continue to meet the eligibility criteria for membership listed in 5.1.1 – 5.1.5 above, as specified in By-law 1.12a. Should a member cease to meet the eligibility criteria, the Board will reserve the right to grant a 1-year grace period after which time if the member still does not meet the eligibility criteria, the Board will revoke their membership.

5.2 Candidate Membership

Membership as a Candidate Member is open to organisations who meet the requirements prescribed in the By-laws and in 5.1 above except for 5.1.2, and:

- (a) are in the process of establishing an agency and expect to fulfil the requirements prescribed in 5.1.2, and be able to apply as a Full member in the following year;
- (b) complete a written application for Candidate membership in the form determined by the Board from time to time:
 - (1) as per requirements as outlined in the By-laws
 - (2) and include a cover letter describing why they are applying for Candidate membership rather than Full membership so the Board can consider their eligibility for this class of membership for the period allowed for Candidate members.

6 RIGHTS AND OBLIGATIONS OF MEMBERS

6.1 Full Members

- 6.1.2 are entitled to vote (subject to the payment of membership fees by the date for payment);
- 6.1.3 may, in response to a call for nominations, participate in the nomination of persons to sit on the Board of INAHTA;
- 6.1.4 may apply to act as the Secretariat of INAHTA;
- 6.1.5 must endeavour to be represented at Annual Meetings;
- 6.1.6 must meet all costs arising from their associates, representatives and staff attending Annual Meetings, other than those for the maximum of two representatives specified in By-Law 9.3;

6.2 Candidate Members

- 6.2.2 Must, at the end of the initial period of candidate membership notified by the Board (being a period of up to 12 months), either:
 - (a) seek admission as a Full Member; or
 - (b) seek ongoing recognition as a Candidate Member, in a written request to the Board, for up to a further 12 months (with no further right of extension). The maximum period is 24 months,

and unless an extension or application for Full Membership is approved, membership ceases. If an extension of Candidate Membership is conferred by a two thirds majority of the Board, Full Membership must be sought at the end of the extended concessional period;
- 6.2.3 are not entitled to vote;
- 6.2.4 are not entitled to participate in the nomination of persons to sit on the Board of INAHTA;
- 6.2.5 are not entitled to act as the Secretariat of INAHTA;
- 6.2.6 are entitled to send one representative to attend the Annual Meeting.

7 EXECUTIVE COMMITTEE OF INAHTA BOARD

At the first INAHTA Board meeting following the Annual Meeting, or at another time as determined by the Board, an Executive Committee may be formed. The Terms of Reference, including membership, will be developed to guide the operation of the Executive Committee for a defined period, as determined by the INAHTA Board.

8 ROLES OF THE BOARD

- (a) Board Directors – Conduct the work of the INAHTA Board, attend and contribute to Board and other meetings and actively promote INAHTA wherever possible.
- (b) Board decision making will proceed where quorum is achieved (defined as a minimum of 2/3 of eligible Board members being present). *Ex Officio* Board members are not eligible to vote and do not count towards quorum. Where quorum is achieved, Board decisions will be based on a minimum 50% of the quorum members. From time to time, a Board member may request that all Board members vote on an issue. In such cases, an electronic voting process (via email or survey) of Board members will be administered. If there is a tie, the Chair’s vote will count twice.

In addition:

- (c) The Chair’s role is to ensure, as would be reasonably expected to do so, that the INAHTA Board, the Secretariat and INAHTA members act in accordance with the By-laws and the Members regulations. As required, the Chair acts on behalf of the INAHTA Board. The Chair is also to encourage Board member participation and engagement in the work of INAHTA. Should the Chair observe delinquency or negligence by a Board member, the Chair has the right to invoke Section 7.1 of the INAHTA Bylaws. The INAHTA Board Chair is also responsible for managing Competing and Conflicting Interests (CCIs) of the Board members, as per the CCI Policy.
- (d) The Vice Chair assists the Chair in their duties and stands in for the Chair in the event that the Chair is unable to act.
- (e) The Treasurer
 - 1) finalises the quarterly financial statements of INAHTA for the Board;
 - 2) prepares a budget for the Board, to be considered at the Annual Meeting (relating to the following year); and
 - 3) performs any other usual responsibilities determined by the Board.
- (f) Past Chair
 - 1) to participate in Board discussions as an active member although is an ex-officio non-voting member of the Board;
 - 2) to Chair the Nominations Committee;
 - 3) to Co-Chair the HTA Glossary Steering Committee along with the HTAi Co-Chair;
 - 4) to support the Chair in her/his tasks, acting as Consultant; and
 - 5) to otherwise provide continuity when needed.

9 GENERAL

A right, privilege or obligation of a member by reason of membership of INAHTA:

9.1 is not capable of being transferred; and

9.2 terminates upon the cessation of membership under the By-laws.

10 POWERS UNDER BY-LAWS

These Regulations do not limit, vary or revoke any power or authority conferred on the Board or any committee or authorised delegate of INAHTA under the By-laws.

11 AMENDMENTS TO THESE REGULATIONS

These Regulations may be added to, amended and repealed in accordance with the By-laws.