

BYLAWS

Ratified on October 02, 2011

**Amended April 2012, June 2012, June 2013, May 2015, September 2016, March 2017, June 2019,
January 2020, April 2020***

****Some items are pending ratification of constitutional amendments by the ILAE General Assembly***

The Executive Committee is empowered by the Constitution (Article VIII-8) to establish Bylaws as necessary to achieve the objectives of the League, subject to their not being in conflict with the Constitution and to their ratification by the General Assembly.

The Secretary-General shall keep a book containing the current Bylaws, in which all modifications are entered as they are made.

Article I – Elections

1. Article 8.3.7 of the Constitution is interpreted to mean that the Elections Committee shall be chaired by the Immediate Past President of the League. The remainder of the Commission will include the immediate Past Chair and one representative appointed by the President from each of the League's geographical regions.
2. For each phase of the election, the Elections Committee shall ascertain if candidates are available and willing to serve. Candidates will provide the Elections Committee with appropriate background information on their candidacy. This information will be sent to each Chapter and publicized in the ILAE Website. Each candidate running for election must have the support of his or her respective chapter, but not necessarily nomination (when applicable) by his or her respective chapter.
3. Each Chapter has from 1-6 votes. The number of votes accorded to each Chapter shall depend on the number of professional dues paying members in that Chapter according to the most recent statement provided by the Chapter. The number of votes shall be determined by a sliding scale as follows:
 - up to 50 members: 1 vote
 - 51 – 150 members: 2 votes
 - 151 – 350 members: 3 votes
 - 351 – 750 members: 4 votes
 - 751 – 1500 members: 5 votes
 - above 1500 members: 6 votesChapters that do not collect dues shall have one vote.
4. All votes are secret. To ensure secrecy in all voting processes, the Election Committee shall appoint an independent third party, who shall be responsible for receiving the chapters' votes. The third party will inform chapters by email or fax within 72 hours that their vote was received, and will transmit the counts of votes to the Election Committee. The number

of votes received by each candidate at each election stage will be disclosed publicly at the completion of all election stages, including any run-off election.

5. For the election of the President, the Elections Committee shall submit to the Chapters a list of persons fulfilling the requirements of the Constitution (Article VIII), who are available and willing to serve. Each candidate running for election must have the support of his or her respective chapter. The Elections Committee will ask each Chapter to vote for one of them by email or fax. If one of the candidates receives more than fifty percent of all possible weighted votes, this candidate shall be elected. If this is not the case, a run-off shall be held between the two candidates who received the highest number of weighted votes. The candidate in the run-off that receives the highest number of weighted votes cast shall be elected. If both candidates receive the same number of votes, the candidate with the highest number of un-weighted votes will prevail. If the tie still holds after counting un-weighted votes, the candidate who had been in the Executive Committee for 8 years already will prevail. In the event that the tie still holds, the older candidate will prevail.
6. Following completion of the Presidential Election, for the election of the three remaining positions of the Management Committee, the Elections Committee shall request each Chapter to submit a slate of five names from at least 3 different regions, without any ranking, as candidates for the remaining officer positions, i.e. Secretary-General, Treasurer and Vice-President.
7. The geographic representation of the candidates must allow for the eventual election of officers who meet the geographic distribution requirement stated in the Constitution (Article VIII).
8. The Elections Committee shall choose a slate of fifteen candidates on the basis of non-weighted multiple nominations from the lists submitted by the Chapters. The slate must include candidates from at least 3 regions. The slate may be smaller if less than 15 people are nominated. The Committee shall ascertain that these candidates are available and willing to serve. Each candidate must have the support of his or her respective chapter. Individuals elected to the Management Committee must be prepared to participate on short notice in frequent discussions and activities related to day-to-day business of the League, and to provide a rapid response. Also, they must be ready to take on substantial work related to specific roles within the management committee. The above are in addition to regular meetings (by telephone or in person) which may occur every few weeks.
9. The Elections Committee shall then submit the slate to each Chapter for voting by email, or fax. In this process, each chapter shall vote for five candidates from at least 3 different regions, without any ranking. The final votes for each candidate will be determined by the sum of the weighted votes received from all Chapters. If two or more candidates obtain the same number of weighted votes, the candidate(s) from the ILAE region(s) with the least representation among the other elected officers will prevail. If a tie persists after consideration of regional representation, the candidate with the highest number of unweighted votes will prevail. If a tie still persists, the oldest candidate(s) will prevail.
10. The President-Elect with the advice of the Election Committee will appoint the Secretary-General, Treasurer, and the Vice-President from the newly elected slate.

11. Following the completion of the elections of the members of the Management Committee, the Elections Committee will proceed with the elections for membership in each of the regional boards as follows:
 - A. There should be eight voting members in each regional board. These consist of five elected members (including the chair), the immediate past-chair (if not exceeding his or her 16 year limit of voting term), plus two members appointed by the ILAE President (in consultation with the newly elected chair). For regions with more than 35 chapters, an adjustment can be made with the addition of one more elected member, making a total of nine voting members. Each voting (elected or appointed) member, including the Chairperson, must be a primary member of a different chapter (not applicable to the immediate past-chair, or to non-voting/ex-officio members). In regions where an Education Academy exists or is developed, the regional board appoints the Director of the Academy as a non-voting member.
 - B. Members hold office for a period of 4 years.
 - C. The Chair is elected first, followed by voting for the four (or five) elected members. Voting for the Chair and then other elected members is non-weighted (with each chapter casting one vote for the chair, and voting for each of the 4 [or 5] other elected members). To be eligible for election to Chair, an individual needs to have served on the regional board as a voting (elected or appointed) or non-voting member for at least one term (4 years), but no more than two voting terms (8 years). Past Regional Chairs (appointed or elected) are not eligible for election to a second term. The election committee on this basis will provide a list of all eligible candidates. Individuals on this list then need to agree to stand with the understanding that the Chair of the regional board if elected, he/she will be a member of the Executive Committee and as such will be expected to provide thoughtful and prompt input on a large number of aspects related to the activities of the League. In addition, they will be asked to lead specific initiatives, to liaise with other groups, and to participate in annual budget reviews, which requires a substantial amount of work, in addition to active participation in regular Committee meetings by telephone or in person. Each candidate must have the support of his or her respective chapter. Chapters will then vote for a single candidate from this list in order to elect the Chair by email, or fax. Each chapter will cast one vote, supporting their preferred candidate on the ballot paper, or may abstain from voting. The candidate with the highest number of votes is successful. In the case of a tied ballot, a run-off election between the two tied candidates is held.
 - D. For election of other commission members, each chapter may nominate up to three eligible candidates. Nominations are not compulsory - chapters may choose not to nominate a candidate or to nominate one, two or three candidates. Each person nominated by a single chapter must be from a different chapter within the region. Persons from the chapter of the newly elected chairperson are ineligible for nomination because each voting member must be a primary member of a different chapter. To be eligible for election, nominees should have served no more than 1 previous voting term on the regional board. Unsuccessful candidates for the

Chair may be nominated if they have not already served 2 voting terms and they are not from the same chapter of the chairperson-elect. A nominated candidate will require support of their own chapter, but not necessarily nomination by their own chapter. The Elections Commission will assemble a full list of eligible nominations, and then from this list provide a slate of up to fifteen candidates on the basis of non-weighted multiple nominations as submitted by the Chapters. Individuals on this list need to agree to stand. If 15 or less nominations are received, then all nominated candidates will appear on the ballot. If several individuals are tied for 15th place, the nominee from the country least represented over the previous term, or if necessary the previous two terms of office, will be selected to stand for election.

- E. Each chapter may then cast one vote for each of the elected positions, voting for up to four (or 5) candidates on the ballot paper (dependent on number to be elected in that region) by email, or fax. Each region will determine whether a chapter may choose to vote for less than the number of elected positions, and their vote still be valid, or whether a chapter must vote for a minimum number of candidates in order for their vote to be valid. The decision made must be written into the regional election rules in advance of any election process, and clearly explained on ballot papers. The 4 (or 5, depending on the number of chapters in the region as stated in item 1) candidates with the highest number of votes will be elected. In the case of a tied ballot, preference is given to candidates from chapters that have had the least representation (accounting for all voting members,) over the previous term or, if necessary, the previous two terms of office. If this fails to break the tie, a run off vote will be carried out.
- F. After the election of members is completed, the ILAE President, in consultation with the regional Chairperson-elect, then appoints 2 additional voting members of the regional board. These appointed members should have served no more than 1 previous voting term.
- G. ILAE-North America requires different consideration as it only consists of three chapters. For this reason, a special committee, named the Regional Selection Committee, will be created. It will consist of five members; one from each chapter (each chapter determining their own selection process), and the past two chairs of ILAE-North America, as long as these individuals do not currently hold office on the ILAE Executive Committee, are not members of the elections committee and are not running for election. If no such person is available, then the individual who has most recently served in the ILAE Executive Committee from the region (and is not a candidate) will be included. The chair of the Selection Committee will be the immediate past ILAE-North America Chair. The role of the Regional Selection Committee is to create a Regional board by selecting the Chair and four elected members. The Commission will consist of 8 members including the 5 newly elected members, the past Chair and two members appointed by the ILAE president in consultation with the elected Chair.
 - a. To be elected Chair, an individual needs to have served on the regional board as a voting member for at least one term (4 years) and no more than two terms (8 years). The ILAE Elections Committee will provide to the ILAE-North America Regional

Selection committee the list of eligible candidates. Individuals on this list then need to agree to stand. Each nominated individual must have support of his or her respective chapter. Each member of the Regional Selection Committee will then vote for one candidate to elect the Commission Chair.

b. Subsequently, to elect the remaining 4 members, each chapter will propose up to 3 candidates for consideration from any chapter in the region. Each nominated individual must have support of his or her respective chapter, and should not have served more than one previous voting term on the regional board. Based on the full list provided, each of the Regional Selection Committee members will vote for up to four candidates. At least one member of ILAE-North America should be from each of the chapters. In the event of a tie, there will be a run-off vote. The President of the ILAE will appoint two additional voting members to the Commission. This will make a total of 8 voting members including the past chair.

c. Role of the ILAE Elections Committee in the election process for ILAE-North America:

i. Notify the 3 chapters to nominate their representative to the Regional Selection Committee and determine their eligibility and willingness to serve. Identify the 2 past ILAE-North America chairs eligible to be part of the Regional Selection Committee.

ii. Approve the roster of the Regional Selection Committee according to the guidelines and meetings eligibility criteria.

iii. Confirm the eligibility of the candidates for Chair of the regional board and for the other members of the board. The Regional Selection Committee will ensure that the nominees have agreed to run and notify the ILAE Elections Committee that this is indeed the case. Upon completion of the selection process the Regional Selection Committee will notify the ILAE Election Committee which in turn will verify that the process was according to the written by-laws. Appointments to various positions within the regional board are decided by the board members based on their rules of procedure. It is recommended that regional board have education and information officers, and liaisons to global outreach and to neurobiology.

iv. The election of the new members of ILAE-North America will be completed at the same time as the other regional boards.

Article II – Duties of Officers

1. The President serves as the chief elected officer of ILAE, and shall

A. preside at meetings of the Executive and Management Committee and the meeting of the General Assembly

B. call regular and special meetings of the General Assembly, and conduct necessary mail ballots in accordance with guidelines outlined in the Constitution;

- C. In conjunction with ILAE staff and Executive Committee members, prepare the agenda for the Executive Committee meetings;
 - D. Serve as a spokesperson for ILAE to the public, press, legislative bodies, and other related organizations;
 - E. After consultation with the other Executive Committee Officers, appoint the chairs and members of ILAE Commission and Task Forces, and outline their purposes and duties consistent with the ILAE strategic plan;
 - F. Serve as an ex officio member of all Commissions and Task Forces, except for the Election Committee;
 - G. Promote active participation in ILAE activities, and report the activities of the executive Committee and ILAE to the chapters through E-mail broadcasts, the ILAE Website, Epigraph and other publications;
 - H. Serve as an ILAE representative on the IBE Executive committee and maintain liaisons with other related organizations;
 - I. Monitor the activities, programs, and developments of ILAE, supporting and promoting policies and programs adopted by the chapters, Executive Committee, and Commissions.
 - J. Provide the leadership for monitoring the ILAE strategic plan;
 - K. Recommend initiatives, research, and special assistance whenever necessary for Executive committee approval;
 - L. Assume a key role in the orientation and transition of the President-elect;
 - M. Identify, recruit and cultivate future leaders of the ILAE;
 - N. Assume other duties and responsibilities as may be assigned by the Executive Committee.
2. The Secretary-General ensures that records are maintained of all General Assembly and Executive Committee Meetings, and encourages chapter development. Specifically, the Secretary General shall:
- A. Serve as a member of the Executive and Management Committee;
 - B. Oversee the maintenance of the official records of ILAE including (i) minutes of regularly called meetings of the General Assembly and Executive Committee; (ii) affiliated chapters in good standing; (iii) official correspondence to and from ILAE and other entities;

- C. Maintain the Constitution and Bylaws, including responsibility for the process of amending the official documents;
 - D. Give timely notice of all meetings of the General Assembly and Executive Committee;
 - E. Conduct a roll call of the members at the meetings of the General Assembly and Executive Committee meetings, assuring that a quorum is present;
 - F. Promote chapter development and support activities; review applications and supporting documents for the establishment of new chapters and provide guidance to the Executive Committee regarding the approval process;
 - G. Serve as an ex officio ILAE representative on the IBE Executive Committee;
 - H. Represent ILAE with other associations or entities as assigned by the President or Executive Committee;
 - I. Receive, process and maintain the reports of Commission and Task Forces, submitting such reports to the Publication Task Force for review, with subsequent recommendation to the Executive Committee for approval for submission to Epilepsia, Epilepsia Open or Epileptic Disorders;
 - J. Oversee the publication of the Annual Report;
 - K. Perform such other duties and assume such responsibilities as may be assigned by the President or Executive Committee.
3. The Treasurer ensures the integrity of the fiscal affairs of ILAE. Specifically, the Treasurer shall:
- A. Serve as a member of the Executive and Management Committee;
 - B. Ensure that the ILAE accounts are maintained according to international accounting standards, assuring the financial integrity of ILAE;
 - C. Exercise prudence in maintaining the assets of ILAE;
 - D. Report on the financial condition of ILAE at the meeting of the General Assembly and the Executive Committee;
 - E. Submit the financial account of ILAE to an annual audit;
 - F. Working with the staff, develop the annual budget for review and approval by the Finance and Executive Committees;
 - G. Monitor the financial performance of ILAE in relation to the annual budget

- H. Ensure the timely payment of all ILAE financial obligations;
- I. Oversee financial long-range planning;
- J. Serve as an ex officio ILAE representative in the IBE Executive Committee;
- K. Retain authority and responsibility for the financial activity of ILAE when such activities are delegated to staff or contracted with an external entity;
- L. Perform such other duties and assume such responsibilities as may be assigned by the President or Executive Committee.

4. The Vice-President will:

- A. Serve as member of the Executive and Management Committee;
- B. Will assume the responsibilities of the President in his or her absence.

5. The Immediate Past President assists the President with guidance and advice based upon knowledge of previous Executive Committee policies and past practices. Specifically, the Immediate Past President shall:

- A. Serve as a member of the Executive and Management Committee;
- B. Serve as a Chair of the Elections Committee;
- C. Provide advice and counsel to the President and act as an information source;
- D. Assist in providing continuity between terms of office;
- E. Perform such other duties and assume such responsibilities as may be assigned by the President or Executive Committee;

6. The Management Committee will meet as needed between meetings of the entire Executive Committee.

7. In case that a member of the Management Committee or the Executive Committee resigns or is unable to serve for the rest of the term the following procedures will be undertaken:

Management Committee: Should the President resign or is unable to serve for the rest of the term, the Vice President will step into this role. There will be then an election for a new Vice-President following the procedures for worldwide elections and maintaining the regional requirements that pertain to the elected members of the Management Committee (article 1, item 7). Should a vacancy involve another member of the Management Committee (with exception of the position of Past-President), there will be an election for a new member following the procedures for world-wide elections and maintaining the regional requirements that pertain to the elected members of the Management Committee (article 1, item 7).

Executive Committee: Should a vacancy involve the positions of regional chair, an election will take place according to the rules for regional elections and approved by the EC. If such rules are not available at the time of the special election, the election procedures used for the 2013 elections will be followed.

8. The President, Secretary-General and Treasurer of IBE serve as ex-officio, non-voting members of the ILAE Executive Committee. Their function is to facilitate a close and collaborative understanding between IBE and ILAE.

Article III – General Assembly

The General Assembly is convened by the Secretary General and is chaired by the President. All members of the Executive Committee participate in the meeting of the General Assembly as non-voting members. Unless otherwise indicated, matters brought before the General Assembly shall be decided by majority of weighted vote of those attending an official meeting or responding to a mail ballot.

Article IV – Epilepsia, Epilepsia Open and Epileptic Disorders

Epilepsia, Epilepsia Open and Epileptic Disorders are the journals of the International League Against Epilepsy (ILAE).

Epilepsia publishes original articles on all aspects of epilepsy, clinical and experimental. The journal also publishes timely reviews, as well as commission and task force reports from various ILAE groups.

The mission of Epilepsia Open is to make original research on all aspects of epilepsy widely available through open access publication, and to give wider representation to the ILAE constituency.

Epilepsia Open also addresses the need to provide a publication forum for early, preliminary studies on epilepsy that may provide new directions for clinical and laboratory research including negative and confirmatory studies. Epilepsia Open also publishes commission and task force reports from various ILAE groups.

The mission of Epileptic Disorders is to create educational links between epileptologists and other health professionals in clinical practice and scientists or physicians in research-based institutions. . Epileptic Disorders also publishes commission and task force reports from various ILAE groups.

1. The Editorial Advisory Boards of Epilepsia, Epilepsia Open and Epileptic Disorders shall consist of all members of the Executive Committee, except for the Editor(s)-in-Chief. It advises the editors on matters of general policies and arbitrate on matters referred to it by the Editor(s)-in-Chief, but shall leave the day-to-day conduct of the journal entirely to the Editor(s)-in-Chief and the Editorial Board. The editorial content of Epilepsia, Epilepsia Open and Epileptic Disorders is the responsibility of the respective Editor(s)-in-Chief.

2. The Executive Committee shall approve or terminate any contract with the publisher(s). It shall determine the budget of the journals.

3. The Editor(s)-in-Chief will take all steps necessary to fulfil the aims of ILAE as it pertains to the mission of the journals.

4. The Editor(s)-in-Chief of the ILAE Journals shall be appointed by the Executive Committee, serve at its discretion and conduct the day-to-day editorial business of the Journals. It may be appropriate for the Executive committee to appoint more than one Editor-in-Chief of each Journal. The Editors in Chief of the ILAE Journals shall be represented in the Publications Council. The chair of the Publications Council

will be a non-voting ex-officio member of the Executive Committee. The editorial content of the ILAE Journals is the responsibility of the Editor(s)-in-Chief. Specifically, the Editor(s)-in-Chief of each ILAE Journal shall:

- Make the final decision on the acceptance or rejection of submitted manuscripts, including reports and documents produced by ILAE Commission and Task Forces and approved by the Executive Committee;
- Make recommendations to the Executive regarding number and role of Associate Editors and Managing Editor;
- Appoint the associate /editors and the members of the editorial Board, and supervise communication with the Board;
- Call meetings of the Editorial Board as needed;
- Recommend an annual budget for the Journal to the Executive Committee;
- Liaise with the Publisher and oversee compliance with the contract;
- Assists the Treasurer in supervising expenditures for the Journal office;
- Perform other tasks as necessary for the operation of, and maintenance of quality, of the journal.

Article V– ILAE Organizational Entities

1. As per Article XII of the Constitution, organizational entities may be appointed by the President of the ILAE as recommended by the Executive Committee, to carry out specific ILAE activities.
2. The main organizational entities of the League are Councils, Topic-Oriented Commissions, Committees and Task Forces. The roles, responsibilities, composition, terms and reporting structure of these entities are as follows:

A. Councils

- Role and responsibilities: Councils serve as an oversight and coordinating group with a specific purpose for an indefinite period of time, based on functions defined by the League’s Mission and Strategic Plan. The council is responsible for long- and short-term planning, for policy review and recommendation to the Executive Committee. Examples of Councils include Education, Publications, Congresses, Global Advocacy.
- Composition and Terms: Councils are standing organizational entities. The Chair is appointed by the ILAE President in consultation with the Executive Committee and serves as an ex-officio member of the Executive Committee. The Chair serves for four years, cannot serve more than one term as Chair, and will have served in the council in the previous term. Members are appointed by the President in consultation with Chair and Executive Committee, and serve for one four-year term, unless appointed as Chair of the Council. To allow for overlap with consecutive Executive Committees, one half of the members are appointed two years after the installation of each Executive Committee. The ILAE President, in consultation with the Council Chair may appoint Task Forces as needed.
- A Management Committee Liaison is appointed by the ILAE President.
- Reporting structure: Councils report directly to the Executive Committee.
- The Publications Council is a special case of this organizational entity, whose composition is influenced by the appointments and terms of contract of the Editors-in-Chief of the League Journals. The Publications Council will be composed of the Editors-in-Chief of Epilepsia, Epilepsia Open and Epileptic Disorders; the Editor-in-Chief of the Wikipedia-ILAE project; the editor of Epigraph/ILAE Communications; the chair of ILAE Web-Media; the Chair of the

Education Council; and a liaison of the Management Committee appointed by the ILAE President. The Chair of the Publications Council is appointed by the ILAE President from among the Council Members in consultation with the Executive Committee. The term of the Chair will be four years plus two years as past chair, and the Chair cannot serve more than one term as Chair. Members who are Editors-in-Chief will serve for the duration of their tenure as Editors-in-Chief. Members who are not Editors-in-Chief will serve for four years and can only serve one term, unless appointed as Chair.

B. Regional Boards

- C. The roles, responsibilities, composition, terms and reporting structure of Regional boards are outlined in Article XI of the bylaws and in the Constitution.

D. Topic Oriented Commissions

- Role and Responsibilities: These organizational entities examine a specific topic and recommend how the League can help move forward with a global or international perspective; they have clearly identified goals and steps to realize these goals.
- Composition and Terms: The term of the Commission is the same as the term of the Executive and shall expire within six months of the end of the term of the Executive Committee to complete unfinished business. The Chair is appointed by the ILAE President in consultation with the Executive Committee. The Past-Chair may remain as a member of a new Commission. Commission Members are appointed by the ILAE President in consultation with the Commission Chair and serve for one four-year term, unless appointed as Chair. The ILAE President, in consultation with the Commission Chair may appoint Task Forces as needed. Liaisons to other commissions are encouraged.
- A Management Committee Liaison is appointed by the ILAE President
- Reporting structure: Topic Oriented Commissions report directly to the Executive Committee.

E. Committees

- Role and Responsibilities: These are first level organizational entities tasked to carry out specific work. They may also direct and monitor specific activities carried out by task forces. Examples of such committees include Finance, Finance Advisory, Elections and Budget review.
- Composition and Terms: These are typically standing organizational entities. The Committee Chair and Members are appointed by the ILAE President in consultation with the Executive Committee, and their term expires with the term of the Executive Committee. The Past-Chair may remain a member of the new Committee. No member of the Committee can serve for more than one terms, unless appointed as Chair.
- A Management Committee Liaison is appointed by the ILAE President
- Reporting structure: Committees report directly to the Executive Committee.
- The Elections Committee is a special case, whose role, terms, and relation to the Executive Committee are described in Article I of the Bylaws and Article VIII of the Constitution.

F. Task Forces

- Role and Responsibilities: Task Forces are given specific and focused assignments under the direction of appropriate organizational entities, i.e., councils, commissions, Executive.
- Composition and Terms: The term is task dependent. The Task force expires when its duties are completed. The Task Force Chair is appointed by the President in consultation with the Chair of the overseeing organizational entity. Members are selected by the Task Force Chair in consultation with the Chair of the overseeing entity.
- A Management Committee Liaison may be appointed by the ILAE President
- Reporting Structure: This will be determined by the specific task and overseeing body responsible, i.e., Chair of Commission, Council or to the Executive.

3. Report of Activities: All organizational entities will create and submit interim annual reports and submit a final report at the conclusion of the Executive Committee's term. Task

Forces provide reports as needed to the overseeing body. All are encouraged to provide periodic progress reports to their Executive Committee liaison for review by the Executive Committee.

4. Action items requiring Executive Committee approval or voting should be given to the appropriate Executive Committee Liaison in writing.
5. Funds raised by an individual organizational entity, when not spent within the next fiscal year, may be allocated to the same organizational entity for the subsequent fiscal year, subject to the entity providing a plan for the utilization of the funds and approval of the plan by the Executive Committee.

Article VI – Chapters’ Obligations

1. Chapters shall be open for membership to all professionals working for epilepsy in that country, territory or region as defined in the Constitution.
2. Each Chapter must send to the ILAE Secretary-General the names and contact information of its officers within thirty days after the Chapter’s General Assembly Meeting during which a new Executive Committee takes office. If changes in contact addresses occur these must be immediately reported to the Secretary General of the ILAE.
3. Within thirty days after each Chapter’s General Assembly meeting, the Chapter must submit any changes to its Constitution and Bylaws (in English) to the Secretary General.
4. By March of each year, every chapter is requested to upload/enter their database, including e-mail addresses of elected officers, to the ILAE website.
5. Before October 1 of each year, each Chapter shall pay to ILAE, annual dues which shall be proportional to the number of dues paying members as of December 31 of the previous year, and shall be fixed for each fiscal period of the General Assembly. Dues for a Chapter are 3% of the annual dues that the Chapter charges each member, multiplied by the number of Chapter members, or a minimum payment of \$10 (U.S.) whichever is highest. In countries where exchange regulations do not allow for remittance of funds outside the country, then Escrow accounts may be established with the approval of the ILAE Treasurer.
6. If a Chapter without consent of the Executive Committee omits paying its dues it will be once invited to do so, if the next year dues are again not paid, the Executive Committee may propose disaffiliation to the General Assembly in writing and/or have its right to vote at the meeting of General Assembly revoked. Two thirds of votes cast (with at least two thirds of all available votes having been cast) have to confirm disaffiliation.

Article VII – Fiscal Year

The fiscal year of ILAE shall be January 1 through December 31

Article VIII – Staff

1. The location of the ILAE’s Headquarters Office will be determined by the Executive Committee.
2. The Executive Committee is empowered to retain such staff and contract for other professional services as may be necessary to carry out the functions of the League.

Article IX – Meetings

1. The International Congress of ILAE shall be held ordinarily every two years, in conjunction with the

International Bureau for Epilepsy.

2. In the year between two International Congresses of the ILAE, the Regional Divisions of the ILAE will organize Regional Congresses with the support of the ILAE.

3. The ILAE may sponsor or support, wholly or in part, other meetings relevant to its objectives. Such a meeting shall not be designated as an International Congress of the League.

Article X – Endorsement of guidelines

1. The ILAE will not endorse guidelines/reports of other organisations unless the League is officially participating in their development from the outset

Article XI– Regions

1. Regional boards should meet from one to three times a year and must submit an annual budget for approval to the Executive Committee.

2. Regional boards should aim to develop, stimulate and coordinate the epileptology agenda in their part of the world.

3. Regional boards should promote the activities of local chapters, encourage similar policies and administrative structures and facilitate their involvement within the global ILAE agenda.

4. Regional boards can have designated funds which they access via the budget process

5. Regional boards should coordinate local educational activities

6. Regional boards should run their congresses under the direction of the International Director of Meetings.

7. Regional boards should review epilepsy services and the size of the treatment gap in each country and aim to improve the former and reduce the latter.

8. Regional boards should develop documents with the aim of stimulating local medico-political initiatives and improving patient care.

9. Chapters can belong to only one region.

Article XII – Cooperation with the International Bureau for Epilepsy (IBE)

1. ILAE shall cooperate with IBE on all levels: international, national, regional, and chapter to ensure maximum efficiency in promoting quality of life for people with epilepsy.

2. Each ILAE chapter shall promote the establishment and/or assist in establishing a chapter of the Bureau, if such a chapter does not exist.

3. At least annually, and more frequently if necessary, the Executive Committee shall meet jointly with the Executive Committee of the IBE, to consider matters of mutual interest and/or responsibility to both Executive Committees. Such a meeting shall be known in full as a Joint Meeting of the Executive Committees of the ILAE and IBE, and in brief as a JEC.

4. A JEC shall have no financial or constitutional power or existence independent of the Executive Committees of the ILAE and IBE. It is a meeting of two separate and independent constitutionally defined bodies, not an entity in itself.

5. Matters to be considered by a JEC shall include co-organized Epilepsy Congresses and the Global Campaign, and such other matters as the ILAE and IBE Executive Committees shall consider

appropriate to be delegated to consideration and decision by a JEC.

6. A proposed action by a JEC should not be in conflict with the Constitution of the ILAE and must be ratified by the two ILAE and IBE Executive Committees prior to implementation.

7. Chairing of each JEC shall be shared equally between the ILAE and IBE Presidents, or their nominees, in a manner acceptable to both. The Chairperson of a JEC shall not have a casting (i.e., tie-breaking) vote.

8. A quorum for a JEC shall be the presence of a majority of the members of each of the ILAE and IBE Executive Committees.

9. A JEC may be convened at any time mutually acceptable to the Presidents of both the ILAE and IBE.

10. To be considered by a JEC, a motion must be moved by a member of one Executive Committee, and seconded by a member of the other.

11. Responsibility for administration, minuting etc. of JECs shall be shared equally between the Secretaries-General of the ILAE and IBE, in a manner acceptable to both.

12. Responsibility for overseeing all financial matters considered by JECs shall be shared equally between the Treasurers of the ILAE and IBE, in a manner acceptable to both.

13. A Joint Committee, consisting of the voting members of the ILAE Executive Committees and the Management Committee of IBE, is authorized to take actions in the name of a JEC between JEC meetings.

Such actions must:

- A. Be approved by a majority of each of the Committees of the ILAE and IBE;
- B. Be in accord with policies of both the ILAE and IBE;
- C. Involve neither Executive Committee in expenditure exceeding a sum to be set by each Executive Committee;
- D. Be notified to each Executive Committee as soon as possible;
- E. Be ratified by each Executive Committee at its next meeting.

Article XIII – Indemnification

Executive Committee members, officers, and other authorized staff, volunteers, or agents of the ILAE shall be indemnified against claims arising in connection with their positions or activities on behalf of the ILAE to the full extent permitted by law.

Article XIV – Amendments

The Executive Committee shall have the power to amend these Bylaws by the affirmative vote of a majority of the voting Executive Committee members then in office.