

## **By-laws of the Alliance for Healthy Cities**

### **1. Steering Committee**

- 1.1. [Chair] The Chair of the Steering Committee shall be elected by majority vote by the full members of the Steering Committee. The term of the Chair shall be two years.
- 1.2. [Quorum] A quorum of a Steering Committee business meeting shall consist of half or more of all active members of the Steering Committee.
- 1.3. [Proxy] A representative of a member of the Steering Committee may appoint a proxy to attend a Steering Committee business meeting.
- 1.4. [Observer] The Chairman of the Steering Committee may grant observer status to members of the Alliance for Healthy Cities, for Steering Committee business meetings.
- 1.5. [Election of Steering Committee members]
  - 1.5.1. Members of the Steering Committee shall be elected at the General Assembly.
  - 1.5.2. Each country shall have a limit of one city at a time as a full member seat of the Steering Committee.
  - 1.5.3. A Nomination Committee shall be composed of Steering Committee members whose membership is not subject to election at the upcoming General Assembly.
  - 1.5.4. The Nomination Committee will collect nominations for members of the Steering Committee from any two members of the Alliance at least four weeks prior to the Biennium General Assembly.
  - 1.5.5. The Nomination Committee will announce candidate cities/organizations in the chronological order of which the candidates were nominated at least 24 hours prior to the time of opening of the General Assembly.
  - 1.5.6. If there are more candidates than vacancies, then there shall be a ballot taken from the full members.
  - 1.5.7. If the numbers of candidates are equal to or less than the respective vacancy positions, voting by a show of hands may replace a secret ballot.

## **2. Convenor and Chair City**

- 2.1. [Submission of proposals] Steering Committee of the Alliance for Healthy Cities requests submission of proposal to be a Convenor and Chair City of the General Assembly and Global Conference of the Alliance for Healthy Cities.
- 2.2. [Eligible body to submit a proposal] A full member of the Alliance for Healthy Cities can submit a proposal.
- 2.3. [Items to be included in a proposal] An official proposal letter from the city should be sent to the Steering Committee of the Alliance for Healthy Cities together with notes (1-3 pages) on the following points.
  - Name of the City for Convenor and Chair City
  - Name of the Mayor (Governor)
  - Year to host the AFHC General Assembly and Conference
  - Potential Theme of the Conference or distinctive features under consideration
  - Potential Conference Venue
  - Expected number of participants
  - Brief overview of your city's Healthy City project/programme
  - Expected outcomes (to your city, AFHC, international community)
  - Potential collaborations with other cities, organizations, or national agencies
  - Previous experiences in hosting international and national conferences
  - Other supporting information
- 2.4. [Review by the Steering Committee] The Steering Committee reviews the proposals and announces its results.
- 2.5. [Voting by full members of AFHC] The Steering Committee may request full members of the Alliance for Healthy Cities to vote for their selection by sending relevant information to full members of the Alliance for Healthy Cities.
  - 2.5.1. Voting for the selection of Convenor and Chair City will be carried out by Full Members of AFHC using e-mail, fax, and mail, prior to a General Assembly.
  - 2.5.2. If one city gets votes from more than 50% of full members, that city becomes the sole candidate to present their proposal for final adoption at the General Assembly.
  - 2.5.3. If no city gets votes from more than 50%, the two cities with the highest counts will be asked to give 10 minute presentations during the conference, secret ballot will follow.
  - 2.5.4. Results of the ballot will be announced and will be confirmed at that General Assembly.

- 2.6. [Recommendation by the Steering Committee] The Steering Committee may select one candidate and recommend it to the General Assembly for final approval.
- 2.7. [Commencement of duties] The city which serves as the Convenor and Chair City of the Alliance for Healthy Cities General Assembly and International Conference shall commence its duties from the first day of the Biennial International Conference the city convenes.
- 2.8. [Chair] The Convenor City will serve as the Chair City of the Alliance for Healthy Cities. The term of the Chair shall be two years.

### 3. Chapters

- 3.1. [Objectives] According to the Charter of the Alliance for Healthy Cities (AFHC), Chapters of AFHC can be formed to support the achievement of the goal and objectives of AFHC.
- 3.2. [Definition] A Chapter of AFHC must be established by at least four full or associate members of AFHC, but may include non-AFHC members.
  - 3.2.1. A Chapter may be organized at the country, sub-country, or intercountry level.
  - 3.2.2. Membership in two or more Chapters by a member of AFHC is not restricted.
- 3.3. [Recommendation and approvals] Formation of a Chapter is facilitated by a recommendation of the Steering Committee of AFHC and approval at the General Assembly of AFHC.
  - 3.3.1. A group of at least four full or associate AFHC members are eligible to apply to the Steering Committee to form an interim Chapter.
  - 3.3.2. Upon the receipt of a temporary permit from the Steering Committee, activities of the interim Chapter become effective.
  - 3.3.3. With a recommendation of the Steering Committee, the General Assembly of AFHC will consider the application of the interim Chapter and approve or disapprove it.
- 3.4. [Administration] A Chapter reports its organizational structure and activities to the Steering Committee.
  - 3.4.1. An interim activity report should be submitted to the Steering Committee three months prior to the General Assembly.
  - 3.4.2. Annual reporting of activities to the Steering Committee is required.
  - 3.4.3. The Chapters may use the AFHC logo after completing administrative procedures.<sup>1</sup>
- 3.5. [Dissolution] A Chapter may be dissolved.
  - 3.5.1. A Chapter may decide to dissolve itself.
  - 3.5.2. The Steering Committee and the General Assembly may dissolve it.
  - 3.5.3. All Chapters will be dissolved upon the dissolution of the Alliance for Healthy Cities.

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<sup>1</sup> Use of the World Health Organization (WHO) logo on related activities and materials are not permitted unless the official request is approved.



**Application to form a Chapter of the Alliance for Healthy Cities  
(continued)**

7. Criteria for membership

8. List of members at foundation

9. Plan of activities (for the first two years)

10. Planned date for the foundation

11. Other information

## **Annual Reporting of a Chapter of the Alliance for Healthy Cities**

1. Full name of the chapter
  
2. Representative
  
3. Secretariat
  
4. Contact person's details  
Name:  
Title:  
Organization:  
Section:  
Address:  
Tel:  
Fax:  
Email:
  
5. Objectives of the Chapter
  
6. Background (Please describe why you wish to form a Chapter and how a Chapter would contribute to the work of AFHC)
  
7. Criteria for membership
  
8. List of members (at reporting date)

**Annual Reporting of a Chapter of the Alliance for Healthy Cities  
(continued)**

9. Report of activities

10. Provisional plan of activities for the next year

11. Report of the use of AFHC logo

12. Others information

## Reporting of the use of AFHC logo

1. Full name of the user
2. Contact person and address
3. Membership status/ Chapter
4. Purpose to use AFHC logo
5. Mode of using AFHC logo  
Printed documents, webpage, posters  
Promotion of an event (including printed materials, banner, etc.)  
[Name of an event: ]  
Pins/ badges/ T-shirts/ trophies/ other memorial goods  
Others  
[specify details: ]
6. Commercial use (use of the materials with AFHC logo for sale)  
No/ Yes  
[specify details: ]
7. Duration of the use of above mentioned material (including past dates and expected future dates)
8. Date of reporting
9. Others information