

**REGULATIONS
AND
BYE-LAWS**

GUIDING THE ACTIVITIES OF

**THE COUNCIL
NIGERIAN INSTITUTE FOR
BIOMEDICAL ENGINEERING**



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INTRODUCTION

Within the framework of the constitution of Nigerian Institute for Biomedical Engineering (NIBE) the Council is provided as the governing body of the Institute exercising both executive and legislative powers on behalf of the Institute. This positions the Council to manage the property and day to day affairs of the Institute; to cause regulations and bye-laws to be made and approves such for general and specific purposes; to enforce discipline in line with the professional conduct of the Institute.

This handbook gives an insight into the activities of the Council. It is therefore indispensable for every member of the Council, for it spells out what he /she requires to know in order to function effectively as a Council member.

Finally it is important to mention that the activities of the Council are organized in boards and Committees with the President, the Executive Vice President and the Executive Director being members of each board or Committee of the Council and of the Institute.

POWERS AND DUTIES OF THE COUNCIL

1. It is the duty of the Council to manage the property and affairs of the Institute in accordance with the constitution and bye laws of the Institute and to exercise all such powers of the Institute as may be exercised by the Institute, and which are not hereby required to be exercised by the Institute in general and other meetings.
2. The Council reserves the right to elect and/or transfer individuals or corporate bodies to any class of membership of the Institute; it may issue to any member a certificate, showing the class to which such belongs;
3. The prescription of rights and privileges of individual members and affiliate bodies from time to time is the duty of the Council.
4. A resolution of the Council is enough to suspend any member / affiliate from exercising all or any of the right and privileges of membership or else terminate his membership for such period as it thinks fit; the Council also has powers to readmit to membership in the appropriate class any person or corporate body whose membership has terminated from any cause.
5. The Council has power at any time to prescribe the respective enrolment fee, transfer fee, annual subscriptions and other levies
6. The appointment of Committees of the Council from members of the Council or Committees for special purposes consisting of members of the Council and others is in the jurisdiction of the Council; the Council may delegate to Committees appointed under this bye - law, which may ordinarily consist of not less than three and not more than fifteen members, such powers as they may prescribe.
7. The Council pays to the Executive Director and to all persons employed under him such salaries, wages or remuneration as it thinks proper from time to time
8. All publications of such papers, documents and publications are arranged by the Council in any manner which it deems advisable as may be considered to be likely to advance biomedical science and engineering knowledge and the objectives of the Institute; the Council holds the copyrights of such papers or publications on behalf of the Institute.
9. The need for continuing education for membership of NIBE is emphasized by the Council; it is its duty to cause continuing education, training and courses as well as examinations to be held for the purposes of qualifications of candidates for election or transfer to any class of membership or for the purpose of testing individual's proficiency and knowledge of biomedical science and engineering; the Council defines from time to time the subjects to be comprised in such programmes and shall fix the fees to be paid or deposited by candidates for

such purposes and may grant certificates on the results of such examinations.

10. Technical cooperation, union, alliance or incorporation of societies with objectives kindred to those of the Institute is a major thrust for realizing set goals; the Council uses its discretion to arrange for such union, alliance or incorporation upon receipt of a request to that effect.
11. The Council causes true accounts to be kept of all the monies received and expenditure by the Institute and of the matters in respect of which receipt and expenditure take place; the Council appoints and assigns powers and duties to auditor(s) for the purposes of auditing the accounts of the Institute and certifying the annual statement of the accounts before it is submitted by the Council at the A.G.M.
12. The Council maintains a Reference Library for the exclusive use of members as well as Research Laboratories/Centres or Corporate Offices for the purpose of research work and professional development of members in designated areas as it prescribes; provision is made for the proper up-keep and custody of the books and other document in the library together with the equipment in the laboratories/centres
13. The Council has the exclusive discretion to create Divisions of the Institute for learned society activities and for the fostering of such branches of biomedical science and engineering; it also has power to dissolve any Division at any tune. It is the duty of the Council to organize an Annual General meeting (A.G.M.) once a year in a place and at a time that it deems fit.
14. Authority of the Council is provided by a common seal of the Institute, which is affixed to such approved and signed documents only in the presence of the President and/or the Executive Director.

PROCEEDINGS OF THE COUNCIL

15. The Council meets as often as the business of the Institute may require but not less than once a quarter; it passes its decision by a simple majority of those present, except where otherwise provided, each member present having one vote, and in the event of an equality of votes the chairman shall have a casting vote in addition to his original vote as a member of the Council.
16. The Boards and Committees of the Council meet periodically to deliberate on issues incidental to the Institute in line with their terms of reference; they therefore assist the Council in the running of the Institute

COMPOSITION OF THE COUNCIL

17. The Council of NIBE is composed of:

- The President and Chairman
- the Executive Vice President
- the Vice President (North - Central)
- the Vice President (North - East)
- the Vice President (North - West)
- the Vice President (South - East)
- the Vice President (South - South)
- the Vice President (South - West)
- the Immediate Past President
- the Executive Director and Secretary
- the Coordinator of each of the thirty - six state and Abuja
- the Chairman and the Secretary of each Division
- the Chairman and the Secretary of each of the Boards / Committees
- five Honorary Fellows
- ten Honorary Members
- the Trustees.

18. **The President;** Qualifications and Duties:

- Should have been a Fellow and a Vice President of the Institute for not less than two years
- To be elected at the Annual General Meeting (A.G.M) by the General Assembly with a tenure of one year
- To be chairman at all meetings of the Council, the Executive Committee and other General Meetings of the Institute
- To act on behalf of the Council in between Council meetings.
- To be a member of every Board, Committee or Division of the Institute

19. **The Vice Presidents;** Qualifications and Duties:

- Should have been Fellows and members of Council of the Institute for not less than two years

- To be elected at the A.G.M. by the General Assembly with a tenure of two years.
- To perform duties as may be assigned by the President

20. **The Executive Vice President;** Specific Duty:

- To be a member of every Board, Committee or Division of the Institute
- To assist the President and/or deputize for him in his absence.

21. **Each zonal Vice President;** Specific Provision:

- To be resident in the geographical zone he represents

22. **The Executive Director;** Qualifications and Duties:

- Should have been a Fellow of the Institute
- To be appointed by the Council
- To be Secretary of Council and head of service of the Institute
- To conduct the correspondence of the Institute
- To attend all meetings of the Institute and of the Council; and to be a member of all Committees, Boards and Divisions of the Institute.
- To take minutes of the proceedings of such meetings as may be directed by the Council
- To read all minutes and communications that may be ordered to be read.
- To superintend the publication of such papers and publications as the Council may direct.
- To have charge of the Library, the Research Laboratories Centres, and all the properties which the Institute shall from time to time procure.
- To direct the collection of the subscriptions and other amounts due to the Institute and the preparation of the account of the expenditure of the funds, and to present all accounts to the Council for inspection and approval.
- To engage, subject to the approval of the Council and be responsible for all persons employed under him
- To generally conduct the ordinary business of the Institute under the direction of the Council.

23. **The State Coordinators;** Qualifications and Duties:

- Should have been Fellows or Members of the Institute
- To be elected by the Council with a tenure of two years
- To be resident in the state or area he represents

- To perform duties as may be assigned by the President.
24. The activities of the Council are mainly carried out in Boards and Committees, which are composed of members of the Council and others
25. The Boards and Committees within the Council are made up of:
- Boards and Committees of the Council
 - Boards and Committees for special purposes

BOARDS AND COMMITTEES OF THE COUNCIL

26. **Executive Committee;** Membership and Terms of Reference (Ref: NIBEA/2/1):
- To be composed of the President (as Chairman), The Executive Vice President (as Vice Chairman); the six zonal Vice Presidents and the Immediate Past President (as members); and the Executive Director (as Secretary)
 - To report to the Council on all matters affecting the policy and development of the Institute
 - To ratify nominations of the Ordinary members of the Council as well as nominations into other Boards and Committees of the Institute
 - To direct and co-ordinate the work of all other Boards and Committees of Council and of the Institute which Boards/ Committees shall report to it.
27. Members of the Executive Committee are known as **Officers** of the Institute while members of the Council other than these are known as **Ordinary Members** of the Council.
28. **State Coordinator's Committee.** Membership and Terms of Reference (NIBE1A/2/2):
- To be composed of the President (as Chairman); the Executive Vice President (as Vice Chairman); the Coordinators of the thirty - six states and Abuja; and the Executive Director (as Secretary)
 - To oversee and co-ordinate the affairs of the Institute in the various states and locations in which members are resident.
 - To determine and recommend the best ways of making NIBE's programmes and projects reach their target in the various states and locations.
 - To represent the Institute in the states in which they are resident.
 - To perform such other duties as the Council may delegate to it.
29. **Divisional Boards' Committee.** Membership and Terms of Reference (Ref: NIBEIA/2/3):
- To be composed of the President (as Chairman); the Executive Vice President (as Vice

Chairman); the Chairmen and the Secretaries of Divisions (as members); and the Executive Director (as secretary)

- To coordinate and administer the Divisional Boards and harmonize and develop all the learned society activities of NIBE.
- To liaise with the Conference Board for the purposes of arranging discussions, meetings, colloquia, public lectures, conferences, seminars, workshops, symposia, exhibition etc; and with the Publications Board for the purpose of publishing papers, documents, and publications on biomedical science and engineering.
- To perform such other duties as the Council may delegate to it.

30. **General Matters Board.** Membership and Terms of Reference (Ref: NIBE1A/2/4):

- To be composed of the President (as Chairman); the Executive Vice President (as Vice Chairman); the Chairmen and the Secretaries of Finance Committee, Budget and Planning Committee, Public Affairs Committee, Protocols Committee, Disciplinary Committee, Research Laboratories/Centres Committee, Sponsorship Committee, Internet Services Committee, Awards and Grants Committee and NIBE Management Committee (as members); and the Executive Director (as the Secretary)
- To coordinate and administer all the Committees reporting to it
- To collate reports from the reporting Committees and make recommendations to the Council through the Executive Committee of Council
- To perform such other duties as the Council may delegate to it

31. **Membership Board.** Membership and Terms of Reference (NIBE1A/2/5):

- To be composed of a Chairman; the Chairmen and the Secretaries of AGM Committee, Welfare Committee, Honorary Membership Committee, Fellows' Committee, Members' Committee, Associate Membership Committee, Student Membership Committee, Affiliates' Committee and Career Development Committee (as members); and the Executive Director (as Secretary)
- To coordinate and administer all the Committees reporting to it
- To collate report from the reporting Committees and make recommendations to the Council through the Executive Committee of Council
- To perform such other duties as the Council may delegate to it

32. **Professional Development Board.** Membership and Terms of Reference (Ref: NIBE1A/2/6):

- To be composed of a Chairman; the Chairmen and the Secretaries of Professional Codes Committee, Career Development Committee, Continuous Education Committee, Exams and Certification Committee, Awards and Grants Committee, Health and Safety Committee and Industrial Development and Standardization Committee (as members); and the Executive Director (as Secretary)
- To coordinate and administer all the Committees reporting to it
- To collate reports from the reporting Committees and make recommendations to the Council through the Executive Committee of Council
- To perform such other duties as the Council may delegate to it.

33. **Conference Board.** Membership and Terms of Reference (Ref: NIBE1A/2/7):

- To be composed of a Chairman; the Chairmen and the Secretaries of AGM Committee, Public lectures Committee, Technical Committee, Exhibitions Committee, Sponsorship Committee, Protocols Committee, Publicity Committee, Welfare Committee and Finance Committee (as members); and the Executive Director (as Secretary)
- To coordinate and administer all the Committees reporting to it.
- To collate reports from the reporting Committees and make recommendations to the Council through the Executive Committee of Council.
- To perform such other duties as the Council may delegate to it.

34. **Publications Board.** Membership and Terms of Reference (Ref. NIBE1A/2/8):

- To be composed of by a Chairman; the Chairmen and the Secretaries of Professional Publications Committee, Editorial Management Committee, Technical Committee, Books and Libraries Committee and Publicity Committee (as member); and the Executive Director (as Secretary)
- To coordinate and administer all the Committees reporting to it.
- To collate reports from the reporting Committees and make recommendations to the Council through the Executive Committee of Council.
- To perform such other duties as the Council may delegate.

35. **Board of Trustees.** Membership and Terms of Reference (Ref: NIBE1A/2/9):

- To be composed by a Chairman; a Vice Chairman; not less than seven other members; and a Secretary;
- To act as custodian of the assets and objectives of the Institute.

- To invest all the moneys of the Institute not required to meet the current expenditure of the Institute in any mode in which they are authorized to invest trust moneys under their control.
- To decide any cases of doubt or difficulty as to eligibility for or retirement from office
- To undertake payment of debts and liabilities upon winding up or dissolution of the Institute and for the ownership of the Institute's properties and assets

BOARDS AND COMMITTEES FOR SPECIAL PURPOSES

36. The learned Society or Divisional Boards (Ref: NIBE1A/3/ I):

- Are composed of eleven Divisional Boards each of which has a number of professional units reporting to it. The general Membership composition and Terms of Reference applying to each Board are as follows:
- To be composed of the Chairman of the Division (as Chairman); the Secretary of the Division (as Secretary); the Heads of the Professional Units of the Division (as members)
- To oversee and coordinate the affairs of the Division in line with the Institute's objectives
- To encourage the submission of papers on the various Professional Units of the Division for the Institute's publications; and to arrange for the presentation of such paper.
- To report to the Divisional Boards' Committee periodically
- To perform such other duties as the Council may delegate to it

37. Board of Division of Biomedical Electronics (BDBE). Specific duty (Ref: NIBE 1A/3/1/A):

- To pursue the professional and learned society activities of the Institute with respect to the application of electronics as seen in semiconductor and optical technologies applied to the generation, processing, storage and measurement of bio-signals as well as non electronic equipment technologies.

38. Board of Division of Biomedical Informatics (BDBI). Specific duty (Ref: NIBE 1A/3/1B):

- To pursue the professional and learned society activities of the Institute with respect to the theory and practice of computing and informatics as applied in biomedical science and engineering

39. Board of Division of Biomedical Physics (BDBP). Specific duty (Ref: NIBE 1A/3/1/C).

- To pursue the professional and learned society activities of the Institute with respect to the theory and practice of physics, mathematics and other physical sciences associated with

biomedical science and engineering

40. **Board of Division of Biomedical Radiology and Imaging (BDBRI)**. Specific duty (Ref: NIBE 1A/3/1/D):
- To pursue the professional and learned society activities of the Institute with respect to the application of microwaves, electromagnetic and other high technology radiation together with its systems for their efficient and safe generation, processing, control and measurement on biological systems.
41. **Board of Division of Biomedical Science and Engineering Research (BDBSER)**. Specific duty (Ref: NIBE 1A/3/1/E):
- To pursue the professional and learned society activities of the Institute with respect to the fundamental science and technology upon which biomedical science and engineering are based, and their historical principles, as well as the education, career development and research methodologies and applications of the biomedical engineering profession.
42. **Board of Division of Biotechnology (BDBT)**. Specific duty (Ref: NIBE 1A/3/1/F):
- To pursue the professional and learned society activities of the Institute with respect to the harnessing and utilization of biological processes with the production of biological materials for application purposes
43. **Board of Division of Clinical Engineering (BDCE)**. Specific duty (Ref: NIBE 1A/3/1/G):
- To pursue the professional and learned society activities of the Institute with respect to the development and application of devices in the diagnosis and treatment of diseases.
44. **Board of Division of Health Hazards, Safety and Standards (BDHSS)**. Specific duty (Ref: NIBE 1A/3/1/H):
- To pursue the professional and learned society activities of the Institute with respect to the application of quality control, reliability, safety and standards in the design, development, acquisition and utilization of biomedical, industrial and domestic devices as well as their evaluation for continuous safety and reliability
45. **Board of Division of Industrial Engineering and Management (BDIEM)**. Specific duty (Ref: NIBE 1A/3/ 1/I):
- To pursue the professional and learned society activities of the Institute with respect to the application of the sum total of all industrial engineering process and strategy as they reflect safety and reliability in design and production as well as the application of operation research in project and resource management.

46. **Board of Division of Public Health Engineering (BDPHE).** Specific duty (Ref. NIBE 1A/3/1/J).

- To pursue the professional and learned society activities of the Institute with respect to the theory and practice of preventive health together with the techniques of environmental, sanitary and nutritional health systems.

47. **Board of Division of Rehabilitation Engineering (BDRE).** Specific duties (Ref: NIBE 1A/3/1/K):

- To pursue the professional and learned society activities of the Institute with respect to the theory and practice of restorative health systems and their applications

48. **Finance Committee.** Membership and Terms of Reference (Ref: NIBE 1A/3/2):

- To be composed of a Chairman; a Secretary; and not less than one other member
- To develop, direct and supervise the financial and business affairs of NIBE
- To advise the Council on specific financial matters of the Institute.
- To report to the General Matters, Conference and Publications Boards periodically
- To perform such other duties as the Council may delegate to it

49. **Budget and Planning Committee.** Membership and Terms of Reference (Ref: NIBE 1A/3/3):

- To be composed of a Chairman; a Secretary; and not less than one other member
- To develop and prepare the annual estimates of income and expenditure of the Institute
- To plan, direct and monitor the general programme of activities of NIBE
- To review from time to time, the development plan and policies of the Institute and make recommendations on any improvement of the Institutes structure.
- To report to the General Matters Board periodically.
- To perform such other duties as the Council may delegate to it

50. **Public Affairs Committee.** Membership and Terms of Reference (Ref: NIBE 1A/3/4):

- To be composed of a Chairman; a Secretary and not less than one other member.
- To identify and formulate views on matters of public importance having relevance to biomedical science and engineering.
- To report to the General Matters and Professional Development Boards periodically.
- To perform such other duties as the Council may delegate to it

51. **Protocols Committee.** Membership and Terms of Reference (Ref: NIBE 1A/3/5):
- To be composed of a Chairman; a Secretary; and not less than one other member.
 - To arrange for courtesy visits to important personalities and institutions relevant to NIBE
 - To identify, develop and nurture avenues for excellent liaison between the Institute on one hand and the Government, Affiliates and the public on the other hand
 - To report to the General Matters and Conference Boards periodically
 - To perform such other duties as the Council may delegate to it
52. **Disciplinary Committee.** Membership and Terms of Reference (Ref: NIBE 1A/3/6):
- To be composed of a Chairman; a Secretary; and not less than one other member
 - To determine all reports of cases of professional misconduct among the membership of NIBE
 - To advise the Council on the appropriate disciplinary measure for any case of misconduct
 - To report to the General Matters Board periodically
 - To perform such other duties as the Council may delegate to it
53. **Research Laboratories and Centres Committee.** Membership and Terms of Reference (Ref: NIBE 1A/3/7):
- To be composed of a Chairman; a Secretary; and not less than one other member.
 - To recommend criteria for the establishment of NIBE Research Laboratories/Centres in designated areas.
 - To formulate guidelines for the proper up-keep and provision of services of the Research Laboratories/Centres
 - To direct and regulate research and professional development services of the Laboratories/Centres
 - To report to the General Matter Board periodically
 - To perform such other duties as the Council may delegate to it
54. **Sponsorship Committee.** Membership and Terms of Reference (Ref: NIBE 1A/3/8):
- To be composed of Chairman; a Secretary; and not less than one other member
 - To source for and procure funds for the Institutes' programmes and projects
 - To facilitate and maintain sponsorship links and affiliations with national, international and multinational organs and bodies required to promote the Institutes objective

- To report the General Matters and Conference Boards periodically.
- To perform such other duties as the Council may delegate to it

55. **Internet Services Committee.** Membership and Terms of Reference (Ref: NIBE 1A/3/9):

- To be composed of a Chairman; a Secretary and not less than one other member.
- To plan and develop internet facilities and systems for the Institute and sensitize members to the need of their use for professional development.
- To direct and regulate internet and other on-line services and usage.
- To report to the General Matters Board periodically
- To perform such other duties as the Council may delegate to it

56. **Awards and Grants Committee.** Membership and Terms of Reference (Ref:: NIBE 1A/3/10):

- To be composed of a Chairman; a Secretary and not less than one other member
- To recommend criteria for the award of Institute's scholarships and other endowments
- To assess all proposals of research project and recommend approval for those with merit for grant
- To encourage individuals and corporate bodies to award fellowships or place endowment on Institutes researches, laboratory and library equipment, publications and conferences.
- To report to the General Matters and Professional Development Boards periodically
- To perform such other duties as the Council may delegate to it

57. **NIBE Management Committee.** Membership and Terms of Reference (Ref: NIBE 1A/3/11):

- To be composed of the Executive Director (as Chairman); each of the Heads of Departments of NIBE (as a member); and the Head of Administration (as Secretary):
- To maintain and operate the NIBE Library, the Research Laboratories/ Centres and all the properties, which the Institute shall from time to time, procure.
- To keep proper accounts in respect of each financial year, prepare and submit to the Council an estimate of its income and expenditure for the succeeding financial year and cause the said accounts to be audited.
- To interpret and implement policy decisions taken from time to time by the Council.
- To report to the General Matters Board periodically.
- To perform such other duties as the Council may delegate to it

58. **Honorary Membership Committee.** Membership and Terms of Reference (Ref: NIBE 1A/3/12):

- To be composed of a Chairman; a Secretary; and not less than one other member.
- To determine the suitability and qualification of personalities and recommend same for Honorary Membership award.
- To identify areas of NIBE activities in which the Honorary Membership would be relevant.
- To review from time to time the services rendered by Honorary Fellows and Members to the Institute, of their association therewith and recommend ways of making them more beneficial to the Institute.
- To report to the Membership Board periodically.
- To perform such other duties as the Council may delegate to it

59. **Fellows' Committee.** Membership and Terms of Reference (Ref: NIBE 1A/3/13):

- To be composed of a Chairman; a Secretary; and not less than one other member
- To determine and advise on the qualifications required for admission of NIBE membership to the class of Fellows
- To review from time to time the academic and professional requirements of Fellows of NIBE
- To report to the Membership Board periodically
- To perform such other duties as the Council may delegate to it

60. **Members' Committee.** Membership and Terms of Reference (Ref: NIBE 1A/3/14):

- To be composed of a Chairman; a Secretary and not less than one other member.
- To determine and advise on the qualifications required for admission of NIBE membership to the class of Members.
- To review from time to time the academic and professional requirements of Members of NIBE
- To report to the Membership Board periodically
- To perform such other duties as the Council may delegate to it

61. **Associate Membership Committee.** Membership and Terms of Reference (Ref: NIBE 1A/3/15):

- To be composed of a Chairman; a Secretary and not less than one other member.

- To determine and advise on the qualifications required for admission of NIBE membership to the class of Associates
- To review from time to time the academic and professional requirements of Associates of NIBE.
- To report to the Membership Board periodically
- To perform such other duties as the Council may delegate to it

62. **Student Membership Committee.** Membership and Terms of Reference (Ref: NIBE 1A/3/16):

- To be composed of a Chairman; a Secretary; and each of the General Coordinators of the Students' Wings/Campus Centres (as a member)
- To develop ways of attracting undergraduates and suitable young people into the profession of biomedical engineering.
- To determine and advise on the qualifications required for admission of NIBE membership to the class of Students.
- To draft, review and recommend suitable bye-laws and regulations for Students' Wings/Campus Centres of the Institute subject to NIBE constitution.
- To organize and register Students' Wings/Campus Centres as approved by the Council.
- To report to the Membership Board periodically
- To perform such other duties as the Council may delegate to it

63. **Affiliates' Committee.** Membership and Terms of Reference (Ref: NIBE 1A/3/17):

- To be composed of a Chairman; a Secretary and not less than one other member
- To source and recommend suitable bodies to be Affiliates of NIBE.
- To determine the type of cooperation with the Affiliates and such rights and privileges such Affiliates shall enjoy.
- To review from time to time the financial obligations of the Affiliates
- To report to the Membership Board periodically
- To perform such other duties as the Council may delegate to it

64. **Welfare Committee.** Membership and Terms of Reference (Ref: NIBE 1A/3/18):

- To be composed of a Chairman; a Secretary; and not less than one other member
- To undertake and ensure generally the security and good welfare of the entire membership

of NIBE during Institute's programmes

- To arrange for and organize all social functions of the Institute
- To report to the Membership and Conference Boards periodically
- To perform such other duties as the Council may delegate to it.

65. **AGM Committee.** Membership and Terms of Reference (Ref: NIBE 1A/3/19)

- To be composed of a Chairman; a Secretary; and not less than one other member.
- To direct the general conduct and affair of the Institute during all General, Emergency and Divisional meetings
- To report to the Membership and Conference Boards periodically
- To perform such other duties as the Council may delegate to it

66. **Professional Codes and Ethics Committee.** Membership and Terms of Reference (Ref: NIBE 1A/3/20):

- To be composed of a Chairman; a Secretary; and not less than one other member.
- To identify and formulate views on all matters affecting the control of biomedical engineering as well set standard's for its professional practice in Nigeria.
- To stipule definite codes of general conduct for the entire membership of NIBE
- To report to the Professional Development Board periodically
- To perform such other duties as the Council may delegate to it

67. **Career Development Committee.** Membership and Terms of References (Ref: NIBE 1A/3/21):

- To be composed of a Chairman; a Secretary; and not less than one other member
- To assist members in developing their careers within the profession.
- To source for professional opportunities and assist members in suitable job placements.
- To report to the Professional Development and Membership Boards periodically
- To perform such other duties as the Council may delegate to it

68. **Continuous Education Committee.** Membership and Terms of Reference (Ref: NIBE 1A/3/22):

- To be composed of a Chairman; a Secretary; and not less than one other member.
- To cause continuing education to be held for the purpose of qualifications of candidates for election or transfer to any class of membership

- To establish training and courses for the purpose of testing individual's proficiency and knowledge of biomedical science and engineering.
- To define the subjects to be comprised in the continuing education, training and courses.
- To fix the fees to be paid or deposited in respect thereof
- To report to the Professional Development Board periodically
- To perform such other duties as the Council may delegate to it

69. **Exams and Certification Committee.** Membership and Terms of Reference (Ref: NIBE 1A/3/23):

- To be composed of a Chairman; a Secretary; and not less than one other member.
- To cause examinations to be held for the purpose of qualifications of candidates for election or transfer to any class knowledge of biomedical science and engineering.
- To certify qualified individuals with tested proficiency and knowledge of biomedical science and engineering.
- To report to the Professional Development Board periodically
- To perform such other duties as the Council may delegate to it.

70. **Health and Safety Committee.** Membership and Terms of Reference (Ref: NIBE 1A/3/24):

- To be composed of a Chairman; a Secretary; and not less than one other member
- To formulate views and policies that will promote health and safety at work, at home and everywhere.
- To report to the Professional Development Board] periodically
- To perform such other duties as the Council may delegate to it

71. **Industrial Development and Standardization Committee.** Membership and Terms of Reference (Ref: NIBE 1A/3/25):

- To be composed of a Chairman; a Secretary; and not less than one other member
- To formulate views that will regulate and encourage safe use and applications of biomedical equipment and techniques as well as other industrial devices
- To set standards for the professional practice and other matters related to biomedical engineering
- To seek to instill in members, affiliate industries as well as other Nigerians the required maintenance culture in Nigerian Industries.

- To report to the Professional Development Board periodically
- To perform such other duties as the Council may delegate to it.

72. **Public Lectures Committee.** Membership and Terms of Reference (Ref: NIBE 1A/3/26):

- To be composed of a Chairman; a Secretary; and not less than one other member
- To direct and undertake the organization of the Institute's public lectures, seminars, symposia, workshops, conferences and other forums of public importance.
- To report to the Conference Board periodically
- To perform such other duties as the Council may delegate to it

73. **Technical Committee.** Membership and Terms of Reference (Ref: NIBE 1A/3/27):

- To be composed of a Chairman; a Secretary and not less than one other member.
- To organize and transact all the technical business of the Institute relevant to the profession of biomedical engineering.
- To report to the Conference and the Publications Boards periodically
- To perform such other duties as the Council may delegate to it

74. **Exhibitions Committee.** Membership and Terms of Reference (Ref: NIBE 1A/3/28):

- To be composed of a Chairman; a Secretary; and not less than one other member
- To source and coordinate exhibitions as well as advertisement subscriptions from affiliate and other corporate bodies
- To organize for the technical exhibitions of the Institute's policies, projects and programmes
- To report to the Conference Board periodically
- To perform such other duties as the Council may delegate to it

75. **Publicity Committee.** Membership and Terms of Reference (Ref: NIBE 1A/3/29):

- To be composed of a Chairman; a Secretary; and not less than one other member
- To publicize all the policies, projects and programmes of the Institute
- To report to the Conference and the Publications Boards periodically
- To perform such other duties as the Council may delegate to it

76. **Professional Publications Committee.** Membership and Terms of Reference (Ref: NIBE 1A/3/30):

- To be composed of a Chairman; a Secretary; and not less than one other member

- To be responsible for the publishing activities of the Institute
- To report to the Publications Board periodically
- To perform such other duties as the Council may delegate to it

77. **Editorial Management Committee.** Membership and Terms of Reference (Ref: NIBE 1A/3/31):

- To be composed of a Chairman; a Secretary; each Editorial Consultant (as a member); and each of the Editorial staff (as a member)
- To be responsible for the editorial activities of the Institute.
- To report to the Publications Board periodically
- To perform such other duties as the Council may delegate to it

78. **Books and Libraries Committee.** Membership and Terms of Reference (Ref: NIBE 1A/3/32):

- To be composed of a Chairman; a Secretary and not less than one other member.
- To formulate regulations and guidelines for and advise the Council on any matter concerning the development of NIBE
- To report to the Publications Board periodically
- To perform such other duties as the Council may delegate to it.

NOMINATIONS AND ELECTION INTO THE COUNCIL

79. Any Fellow is eligible for nomination and election as an Officer of the Institute provided such a Fellow does not have his subscription in arrears

80. Any Honorary Fellow, Fellow, Honorary Member or Member is eligible for nomination as an Ordinary Member of the Council provided such a person does not have his subscription in arrears as the case may be

81. Only Fellows and Members are eligible to nominate or vote for candidates as Officers (except the Executive Director) or Ordinary Members of the Council as the case may be provided such a candidate does not have his subscription in arrears

82. Nominations of individuals as Ordinary Members of the Council is ratified by the Executive Committee of Council.

83. Following the publication in the Institute's newsletter in respect of vacancies in the Council, nominations of candidates for Council positions are made at least one month from the next AGM

84. Not later than two weeks to the next AGM, the list of qualify nominees for the respective vacant seats is circulated to every member of the Institute eligible to nominate or vote
85. Conduct of the elections is as prescribed by the A.G.M. Committee.
86. All elected Officers and Ordinary Members of the Council take office on the first day of January next following

ANNUAL REPORT OF THE COUNCIL

87. The activities of NIBE are recorded each year in the Annual Report of the Council which is presented to members at the A.G.M