

GUIDELINES AND OPERATING PROCEDURES

OF

INTERNATIONAL OPTOELECTRONICS ASSOCIATIONS (IOA)

ARTICLE I

Section 1.1 NAME. This entity shall be known as the International Optoelectronics Association ("IOA").

Section 1.2 STATUS. IOA shall be a voluntary, informal coalition of International Optoelectronics Associations.

ARTICLE II

MEMBERS

The qualifications and eligibility for membership and the manner of admission into membership is as follows:

Section 2.1 QUALIFICATIONS AND ELIGIBILITY FOR MEMBERSHIP. In order for an association to become a full member, it must:

- Have corporate membership of OE/Photonics industry (as opposed to individual members)
- Be a national organization (as opposed to a regional cluster)
- Represent the voice of industry to the national government
- Collect OE/Photonics market information
- Generate OE/Photonics technology roadmaps or studies

Section 2.2 ADMISSION INTO MEMBERSHIP. The following steps are involved in admission of new members.

1. An existing member association recommends the invitation of the candidate association, preferably seconded by another member association at least two months ahead of the next association meeting.
2. The candidate association is then invited by the host association to attend a regular association meeting as an observer.
3. The candidate association is asked to present similar material expected from member associations.
4. In a follow-up meeting, current members decide on admission through a majority vote.

Section 2.3 RESIGNATION OF MEMBERSHIP. A member may voluntarily resign at any time by sending a message to the past meeting chairman. If a member association does not come to regular meetings without excuse for two years in a row it is considered to be resigned.

ARTICLE III

MEMBERSHIP MEETINGS

Section 3.1 REGULAR MEETINGS. Regular membership meetings will occur once per year in connection with a major international meeting, symposium or exhibit. The location of the meeting will alternate among member's locations and among participating continents. The local association hosts the meeting.

Section 3.2 TIME OF REGULAR MEETINGS. At the end of each regular meeting agreement is reached on the location and time of the next meeting. The host organization distributes the agenda to all regular and candidate members at least two months prior to the meeting.

Section 3.3 CHAIRMAN OF THE MEETING. The hosting organization provides the chairman of the meeting.

Section 3.4 OFFICIAL LANGUAGE. The official language of the association meetings is English. Associations may bring along an interpreter if needed.

Section 3.5 MEETING FORMAT AND AGENDA. The hosting association arranges the format of the meeting. The host also collects presentation material from each association and distributes a compiled printed and/or electronic version to each member and attending candidate

organization. The host association will be responsible for preparation of the minutes after the meeting. The minutes should cover all agreements and action items agreed during the meeting.

The meeting agenda will usually follow the format listed below. New items might be added at the discretion of the chairman or in response to requests from member associations.

1. Production trends in OE/Photonics (domestic and global-if available).
2. Activity report of each organization, including areas of emphasis, new national initiatives, promotion of OE/Photonics, etc.
3. Future growth areas in OE/Photonics, most promising areas for R&D.
4. List of technology roadmap activities with a summary View Graph and major conclusions of each roadmap.

Section 3.6 OTHER MEETING RELATED ACTIVITIES. The chairman of the meeting will arrange exposure to local technology and/or entertainment to facilitate networking among the associations.

ARTICLE IV

MODIFICATION OF THE GUIDELINES AND OPERATING PROCEDURES

Section 4.1 CHANGES OR REVISIONS OF THE GUIDELINES AND OPERATING PROCEDURES. Any member association can recommend changes or revisions of the Guidelines and Operating Procedures to be discussed at the regular meetings. Such recommendations must be distributed to member associations two months ahead of the meetings and make changes or amendments decided by a 2/3 majority vote.