



WORLD FEDERATION OF | FÉDÉRATION MONDIALE DE | FEDERACIÓN MUNDIAL DE  
CHIROPRACTIC | CHIROPRACTIQUE | QUIROPRÁCTICA

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# Research Committee

## Terms of Reference

September 2016  
Revised April 2018  
Revised September 2019  
Revised October 2020

A non-governmental organisation in official relations with the World Health Organization  
Organisation non gouvernementale en relations officielles avec l'Organisation mondiale de la Santé  
Organización no gubernamental en relaciones oficiales con la Organización Mundial de la Salud

## Name and Office

1. The World Federation of Chiropractic shall at all times maintain a sub-committee that shall be known as the WFC Research Committee (RC).
2. The RC shall utilise the address of the WFC Headquarters, located in Toronto, Canada. In respect of electronic correspondence, the RC shall utilise the email address of its Chair or any other designated address that shall be posted on the WFC website.

## Composition

3. The RC shall comprise a Chair plus a minimum of seven ordinary members. The Secretary-General shall serve as an ex-officio member of the RC. The WFC Equity, Diversity and Inclusion Policy and the WFC Conflict of Interest Policy shall apply to the recruitment and appointment of RC members. So far as is possible, all WFC regions shall be represented.
4. The Chair shall be appointed by the Board and shall serve a period of three years. This period may be extended at the discretion of the Board. The Chair shall preside at all meetings of the RC. Where the Chair is unable to attend, the Vice-Chair, who shall also be appointed by the Board, shall preside.
5. The Chair shall report to the Board not less than twice in every calendar year. This shall include a formal report to the Annual General Meeting of the WFC. At the discretion of the Board, the Chair shall be invited to participate in part or all its formal meetings.
6. Except for the Chair, members shall be appointed to serve for a period of 2 (two) years with an option to renew for a further 2 (two) years. The RC will maintain continuity by ensuring so far as is practicable that terms of office are staggered.

7. Nominations for new members of the RC shall be invited whenever a vacancy arises. Calls for nominations shall be made by the Board, which shall appoint a sub-committee to consider applications and make recommendations for appointment.
8. At each meeting, the Chair shall, at their discretion, nominate an individual to act as secretary to the RC, who may be a member of the RC or a third party. The secretary shall be charged with duties as may be determined from time to time, which shall include submitting minutes of all RC meetings to the Board.
9. The RC may appoint an Emeritus Chair as it sees fit, who shall act as counsel to the RC and undertake any duties as shall be agreed from time to time. This shall be a non-voting honorary position.
10. Should a vacancy arise on the RC outside of the normal periods of appointment, a new member shall be appointed as per the process described above. Newly appointed members, including those replacing members who have retired or resigned outside their term of office, shall be deemed to have commenced a two-year term of office upon their appointment.

## **Mission and Objectives**

11. The RC exists to serve as a body of experts advising the WFC on matters of science and research relevant to the practice of chiropractic. This may include, but shall not be limited to, quality, outcomes, methodology and clinical relevance. It shall also be a resource for research-related questions arising from the WFC Board and from the WFC's national association members.
12. In order to inform decision-making, the RC may be directed by the Board to develop advisory documents on matters of science and/or research. The RC may also at its

discretion submit position statements to the Board for its consideration and adoption. Any statement made by the RC must be approved by the Board prior to publication.

13. Where funding has been offered to the WFC by corporate partners or other donors with a stipulation that it be utilised exclusively for scientific research purposes, advice and guidance of the RC should be sought by the Board prior to accepting such funding. Decisions in relation to the distribution of such funding should be undertaken by the Board having sought advice from the RC.
14. The RC shall be responsible for planning and coordinating the scientific track of the Biennial Congress. This will include establishing criteria for the call for abstracts, judging submissions and presenting awards in relation to such calls. It shall also co-ordinate poster and platform presentations in consultation with the Congress Directorate. The advice of the RC may be sought in relation to the appointment of a service provider to support the planning and implementation of abstract handling and other related matters.
15. The RC shall also be responsible for overseeing administration and maintenance of the WFC Suggested Reading List and any other research-related initiatives that it shall undertake from time to time.
16. The RC shall promote and facilitate collaboration with other stakeholders in the research community, both within and outside the field of chiropractic.
17. Subject to approval by the Board, the RC may formulate such administrative rules and policies that it may deem necessary for the effective discharge of its appointed duties.
18. Meetings of the RC shall be held as required and at least once a year. They may be held in person, by telephone, or electronically.
19. Meetings of the RC shall be deemed to be quorate when four or more members are present. At least 4 weeks' notice of an ordinary meeting of the RC shall be given.

Extraordinary meetings of the RC may be called with less than 4 weeks' notice, subject to them being quorate and all RC members being permitted to vote on any resolution that may come before an extraordinary meeting.

## Reporting structure

20. The RC shall submit minutes of all meetings to the WFC Secretariat for distribution to the Board. The Chair is also required to submit a report at each Annual Meeting of Members

## Amendments

21. The RC may propose amendments to these Terms of Reference, which shall be submitted in writing to the Board for approval.

## Remuneration

22. Reasonable expenses incurred by members of the RC whilst acting in the course of their respective duties shall be reimbursed by the WFC. Approval for expenses shall be sought from the WFC Secretary-General in advance of expenses being incurred.