

The Statutes of the International Committee on Virus Taxonomy (ICTV)

(The Statutes of the ICTV printed below were revised at a Meeting of the Executive Committee of the ICTV at the National Library of Medicine, Bethesda, USA, in April 1955, and were ratified subsequently by postal ballot of the full membership of the ICTV. A further revision of the Statutes is in progress and after ratification any amendment will be published in Virology Division News and in the 7th Report of the ICTV, prior to the International Congress of Virology in Sydney in August 1999).

———— Article 1 ————

Official name

1. The official name will be International Committee on Taxonomy of Viruses (ICTV).

———— Article 2 ————

Status

1. The ICTV is a Committee of the Virology Division of the International Union of Microbiology Societies (IUMS).

———— Article 3 ————

Objectives

1. To develop an internationally agreed taxonomy for viruses.
2. To establish internationally agreed names for virus taxa, virus species and subviral agents.
3. To communicate the decisions reached concerning the classification and nomenclature of viruses and subviral agents to virologists by holding meetings and publishing reports.
4. To maintain an official Index of Virus Names.

Article 4

Membership*1. Membership of the ICTV and the determination of its membership shall be:***A. President and Vice-President**

These shall be nominated and seconded by any members of the ICTV and elected at a plenary meeting of the full ICTV membership. They shall be elected for a term of three years and may not serve for more than two consecutive terms of three years.

B. Secretaries

Two secretaries shall be nominated by the Executive Committee and elected at a plenary meeting of the full ICTV membership. The Secretaries shall be elected for a term of six years and may be re-elected.

C. Other members of the Executive Committee (EC), namely the Chairs of the Subcommittees: viz.

Bacterial Virus Subcommittee
Fungal Virus Subcommittee
Invertebrate Virus Subcommittee
Plant Virus Subcommittee
Vertebrate Virus Subcommittee
Virus Data Subcommittee

and eight elected members.

The Chairs of the Subcommittees shall be elected by the Executive Committee at a mid-term meeting preceding the next plenary meeting of the full ICTV membership for a term of three years and may not serve more than two consecutive terms of three years each. No person shall serve on the Executive Committee for more than four successive terms.

The eight elected members shall be nominated and seconded by any ICTV member and elected at a plenary meeting of the ICTV for a term of three years and may not serve for more than two consecutive terms of three years each. Generally four of the elected members shall be replaced every three years.

Nominations of virologists for the eight vacancies for elected members will be allowed up to 2 days prior to the plenary meeting at which elections will be held. Nominations must be accompanied by an indication that the nominee is willing to stand for election. Nominees will be assigned to each vacant seat by a nominations subcommittee comprising the President, Vice-president, both Secretaries and the Chairs of the Subcommittees. The nominations subcommittee will be chaired by the President, and a quorum will be 5 members. The nominations subcommittee will seek to ensure as wide a range of virological expertise and as wide a geographical representation as possible on the EC.

D. National Members

National members shall be nominated by Member Societies of the Virology Division of the IUMS. Societies belonging to the IUMS are considered to be Member Societies of the Division if they have members actively interested in virology. Wherever practicable, each country shall be represented by at least one National Member and no country shall be represented by more than five National Members. Nominations of virologists as National Members shall not require approval by the ICTV.

E. Life Members

Life members shall be nominated by the Executive Committee, normally in recognition of outstanding services to virus taxonomy. They shall be elected by the full ICTV.

F. Members of the Bacterial Virus, Fungal Virus, Invertebrate Virus, Plant Virus, Vertebrate Virus, and Virus Data Subcommittees.

Virologists shall be appointed to Subcommittees by the Chairs of the Subcommittees and the appointments will not require approval by the ICTV EC.

2. *Status of Study Group Members*

Study Groups may be formed to examine the taxonomy of specialized groups of viruses. A Chair of a Study Group shall be appointed by the Chair of the appropriate Subcommittee and shall be a member of that Subcommittee *ex officio*, and hence also a member of the ICTV.

Chairs of Study Groups shall appoint the members of their Study Groups. Members of Study Groups, other than Chairs, shall not be members of the ICTV, but their names shall be published in the minutes and reports of the ICTV to recognise their valuable contribution to the taxonomy of viruses. Study Group Chairs and Study Group members will be nominated for a period of three years. The term of office of Study Group Chairs will be limited to two consecutive periods of three years.

3. *EC Finance Sub-Committee*

A finance committee will be constituted comprising the Officers (President, Vice-President, the two Secretaries) and two nominated members. The nominated members will serve for a period of three years.

———— Article 5 ————

Meetings

1. Plenary meetings of the full ICTV membership shall be held in conjunction with the International Congresses of Virology. Meetings of the ICTV Executive Committee shall be held in conjunction with the International Congresses of Virology as well as at least once between International Congresses.

———— Article 6 ————

Taxonomic Proposals

1. Taxonomic proposals may be initiated by an individual member of the ICTV, by a Study Group or by a Subcommittee member. Proposals will be sent to the Chair of the appropriate Subcommittee for consideration by that Subcommittee and/or its Study Groups. Proposals will also be sent for consideration to all Study Groups and Subcommittees whose interests might be affected by the taxonomic or nomenclatural changes proposed. Taxonomic proposals approved by any Subcommittee, usually in consultation with a Study Group, will be submitted to the Executive Committee by the Subcommittee Chair for consideration. Proposals approved by the Executive Committee shall be presented for ratification to the full ICTV membership either at the subsequent Plenary meeting or by circulation of proposals by mail followed by a postal vote.

Separate proposals shall be required (1) to establish a new taxon, (2) to name a taxon and (3) to designate the type species of a genus, and (4) establish a list of members of a taxon.

———— Article 7 ————

Voting

1. Decisions will be made by a simple majority of either those present at a meeting or of those replying to a call for a postal vote within 2 months of a proposition being circulated. A quorum consisting of the President or Vice-President together with 15 voting members will be required. In the event of a tied vote the proposal will not be approved.

2. The members of the full ICTV who are entitled to vote are the Members of the EC, the National Members, the Life Members and the Chairpersons of the Sub-committees.

3. Proposals for taxonomic, nomenclatural or constitutional change will be voted on in two stages: (1) the EC will decide either at meetings or by postal ballot if a proposal should be presented to the ICTV for a decision, and (2) the ICTV will decide either at a Plenary meeting or by postal ballot.

4. Matters of EC business not directly concerned with taxonomy, nomenclature or constitutional change may be decided by consensus under the President's chairmanship. Any EC member may call for a vote on such matters.

———— Article 8 ————

The Code of Virus Nomenclature

1. Classification and nomenclature of viruses and related agents will be subject to Rules formalised into a Code. The Code, and modifications to it, are subject to the approval of ICTV EC and ICTV as under Statute 7.

Article 9

Duties of Officers*1. Duties of the President shall be:*

- A. To preside at meetings of the Executive Committee and plenary meetings of the full ICTV membership.
- B. To prepare with the Secretaries the agendas for meetings of the Executive Committee and the plenary meetings of the full ICTV membership.
- C. To act as editor-in-chief for ICTV reports to be published after each plenary meeting of the ICTV.

2. Duties of the Vice-President shall be:

- A. To carry out the duties of the President in the absence of the President.
- B. To attend meetings of the Executive Committee and plenary meetings of the ICTV.

3. Duties of the Secretaries shall be:

- A. To attend meetings of the Executive Committee and plenary meetings of the ICTV.
- B. To prepare with the President the agendas for meetings of the EC and the plenary meetings of the ICTV.
- C. To prepare the Minutes of meetings of the Executive Committee and plenary meetings of the ICTV and circulate them to all ICTV members.
- D. To act as Treasurer of the ICTV. To handle any funds that may be allocated to the ICTV by the Virology Division of the IUMS or other sources.
- E. To keep an up-to-date record of ICTV membership.

4. Duties of the Subcommittee Chairs shall be:

- A. To attend meetings of the Executive Committee.
- B. To appoint members of the Subcommittee.
- C. To appoint Study Group Chairs.
- D. To organise the Subcommittee and Study Groups to study taxonomic problems and to bring forward proposals.
- E. To present taxonomic proposals to the Executive Committee for voting.
- F. To co-ordinate the preparation of up-dates of the ICTV Reports.
- G. To report to the plenary meetings of ICTV on taxonomic changes since the preceding ICTV Report and to present any current proposals for further change.

———— Article 10 ————

Publications

1. Taxonomic or nomenclatural changes decided on by ICTV will be communicated to the virological community by publication in rapid short form, as in Virology Division News, and as part of the formal triennial Report of ICTV.
2. Whenever feasible, taxonomic information will be published in a database form under the guidance of the Virus Data Subcommittee.
3. No publication of the ICTV shall bear any indication of sponsorship by a commercial agency, or institution connected in any way with a commercial company, except as an acceptable acknowledgement of financial assistance.
4. Publications may bear the name of the ICTV only if all the material contained has been authorised, prepared, or edited by the ICTV, or a committee or subcommittee of the ICTV.
5. Publications containing translations of ICTV-approved material may only bear the name of ICTV if they are approved by the ICTV EC.

———— Article 11 ————

ICTV Statutes

1. The Statutes of the ICTV, and any subsequent changes, shall be approved by voting of the ICTV EC and the full ICTV membership as under Statute 7 and then approved by the Virology Division of the IUMS.

———— Article 12 ————

Disposition of Funds

1. In the event of dissolution of the ICTV, any remaining funds shall be turned back to the Secretary-Treasurer of the Virology Division of the IUMS.