



# NOMINATIONS

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### 1 COMMITTEE CHARGE

It is the charge of the Nominations Committee to prepare a list of nominees for election to the Council of the Society of Environmental Toxicology and Chemistry (SETAC) Europe (SE), and identifying SE representatives to the SETAC World Council (SWC). The Committee is also responsible for identifying candidates to serve as vice president and treasurer, and if necessary president, for the SE Council. The composition of the Council should reflect the membership and diversity within the Council will aid in providing a broad range of perspectives useful in decision making.

### 2 COMMITTEE MEMBERSHIP

There are four (4) members of the committee including the Chair, who is the Immediate Past President of SE. The Chair selects the remaining three (3) members of the committee, preferably one (1) from the Council and two (2) from the membership, such that committee membership is balanced among government, academia, and business. The SE Executive Director may be appointed as an fifth *ex officio* non-voting member of the committee. The appointments should be made preferably in October of the calendar year and the Committee membership should be posted on the SETAC web site shortly thereafter. Committee membership is for one year. The Chair serves as liaison for the Council. The committee chair seeks approval by SETAC Europe council for the appointment of the members.

- a) The SE Nominations Committee shall prepare a list of nominees from the SE membership to replace outgoing government, academic, and business members on the SE Council. The nominations should be sought so as to maintain the balance of membership of the Council between academia, business and government. A call for candidates, together with an application form is sent to all SE members, preferably in November of the calendar year. SE members who are being interested in serving for election should fill in the application form and send it to the chair of the Nominations Committee and/or an appointed staff member at the SE office. Nominations to stand for election in Council are made by the Nominations Committee. Nominations are also possible by membership petition. A nomination by membership petition is considered to be valid if the nominee fulfills the qualifications for council membership and is supported in writing by at least 10 SETAC members. Nominees should represent a balance of disciplines (e.g., ecotoxicology, chemistry), sectors (government, academic, business), gender, experience and perspectives. It is also desirable to attempt to have representation on the Council proportional to the distribution of SE members in the different regions in Europe. If there are no or insufficient nominations for a membership affiliation which has one or more vacancies, those not elected for other membership affiliations will be elected to the vacancy/ies lacking nominees. This unbalance should be restored with the next elections.
- b) The SE Nominations Committee shall prepare a slate of nominees for officers of the SE Council, preferably in January.
- c) The following are criteria in seeking qualified candidates for officers:
1. Treasurer. Must be a Council member, have an understanding of finance and accounting for a nonprofit organization, and have a firm base of operations. Stability in this position from year to year is desirable.
  2. Vice President (VP). Any Council member is eligible for nomination. Preferably the Committee nominates two candidates. Candidates should express their willingness to serve as VP of the Geographic Unit and agree to serve as SE President in the following year. The Nominations Committee shall consider sector balance over time as part of the VP nomination process (the VP position typically rotates between academia, government, and industry).
  3. President. Is Vice President during the current nomination period. In case the position of VP is vacant or the VP cannot serve as President the Nominations Committee will preferably identify two candidates for President, and one of these shall be elected by vote of the Council. Nominees must be current members of the SE Council.
- d) The committee submits to the SE president candidates for SE representation in the SWC for the next calendar year, preferably in November of the

preceding calendar year. The number of SE representatives in SWC that needs to be identified depends on the ratio SE members:total SETAC membership, and the number of SWC officers that represent SE. The priority order for members representing SE in SWC is the SE president, SE vice president, SE immediate past president, SE treasurer and SE member at large. The SE president announces the SE representatives to the SWC president.

- e) Voting for and election of individuals to the SE Council, and officers of the SE Council, and indentifying SE representatives in SWC, shall proceed in accordance with the SE Constitution and Bylaws.
- f) When vacancies on the SE council or among SE representatives to the SWC occur during terms, the SE Nominations Committee may submit candidates to the President for consideration to fill the vacancy, selected preferably from candidates not elected in the order of the number of votes collected. The President may use his or her own discretion in appointing a replacement with concurrence of the Council, while maintaining balance among sectors as appropriate.
- g) SE representatives in SWC, that wish to stand for election for an officer in SWC, discuss beforehand their possible candidacy with the president of SE.
- h) Retiring Council members, serving as an Officer, will be allowed to complete their term as officer.

#### 4 ACTIVITIES CALENDAR

- a) The Immediate Past President becomes the Nominations Committee Chair at the SE Annual Meeting in May and selects before the end of October the remaining three (3) members of the committee.
- b) The Chair will provide to Committee members a list of the SE council members whose terms are expiring and their affiliation (sector). The Chair will prepare a call for candidates standing for election in SE council and ask for approval from the committee members. The call is send in November to all SE members, by the SE office. The chair can also ask the Committee Members and current Council members to actively search for candidates.
- c) The Committee prepares a list of SE representatives in SWC, that is being presented to the SE president by the Chair for consideration and confirmation in November.
- d) Only SE members that have submitted their application form in time will be considered for nomination.
- e) The Chair shall develop a list of candidates to nominate for election to the SE council. This compiled list of candidates should be developed at latest by February.
- f) The Chair asks the Executive Director to confirm that each candidate is a member of SE in good standing, belonging to the appropriate sector.
- g) After confirmation the Committee members shall discuss the candidates, and agree either by consensus or by vote on a final list of nominees and possible

preferences within the list. This final list of nominees should be developed at latest by March.

- h) The Chair will present the final list to the SE Council for consideration and approval. The list should be approved at latest by March.
- i) The Chair will contact the nominees to confirm their willingness to run for election. Nominees should be contacted by in April.
- j) Nominees are expected to be present at the Council Elections at the Annual General Assembly in May.
- k) The nominees for Council will be presented by the Nominations Committee to the Annual General Assembly in May, in advance by sending an overview of the nominees with curricula vitae, and at the meeting by presenting pictures and a short motivation for standing for election. The Nominations Committee prepares a motivation for expressing preferences for the qualifications of nominees (region, scientific discipline, experience, perspectives, and gender), if considered necessary.
- l) The SE President will notify the SE council and nominees of the election results. The SE Executive Director will inform the new Council members that they are welcome to attend the upcoming meetings of the SE. A short welcome meeting with the new Council is preferably held shortly after the Annual General Assembly. The SE Executive Director will provide information regarding the timing of orientation training of new members. The SE Executive Director will notify the SETAC membership of the election results.

Draft call for candidates to stand for election in SE Council

### *Vacancies for SETAC Europe Council Positions*

Dear SETAC Europe member,

# of the current members of the SETAC Europe Council will stand down in MONTH 20XX (# from academia, # from government and # from business). SETAC Europe is looking for members interested in filling these vacancies.

The vitality, strength and vision of SETAC Europe in the environmental sciences can only be maintained through the activities that are facilitated through the SETAC Europe Council and its links to the SETAC World Council. This is where SETAC needs you.

*Please consider yourself as a candidate for the SETAC Europe Council elections.*

### *Role and functioning of the council*

SETAC is a not-for-profit organisation and is governed by volunteers. SETAC Europe Council acts as a team with the shared goal to further the goals of the Society. The composition of SETAC Europe Council reflects the tripartite structure of our Society and is comprised of equal numbers of representatives from industry, government and academia, totaling 18 members. Members of the SETAC Europe Council are expected to be committed to the well functioning of the Council and the Society.

Council members will be asked to attend three face-2-face meetings per year plus taking part in bimonthly Council conference calls. Face-2-face Council meetings are usually taking place during the SETAC Europe Annual Meeting (1 day in May), in February (1.5 days) and in September (2 days). In addition, you are asked to take a lead role and contribute actively in committees that play an important role in the preparation and implementation of new policies as well as in the ongoing activities of the Society. The different topics covered by committees include Science, Awards, Membership & Public Relations, Finance, Education, Publications, Regional Branches & International Programs, Nominations and Strategic Planning.

Council members are not paid for their time. In exceptional cases travel and accommodation costs can be covered by SETAC. When considering your candidacy, please also ensure that your employer, if appropriate, is willing to facilitate your participation in the SETAC Europe Council.

### *Benefits*

We realise that we ask a lot from volunteers. Please be ensured that you will get a lot in return too, in terms of excellent networking opportunities, governance experience and the opportunity to contribute directly to the goals, operations and functioning of our Society.

### *Election procedure and profile*

Council members are elected by the General Assembly, and serve for a period of three years, and may be re-elected for one additional term of three years. Following receipt of the application, the SETAC Europe Nominations Committee will evaluate the candidates and make nominations for election by the General Assembly. Your qualifications will be checked against the following profile:

- Committed to the aims and goals of SETAC.
- A SETAC member in good standing.
- Recognized as a team player, who makes "things" happen.
- Has a large and preferably international network in one or more of the three sectors represented in SETAC: academia, government, and business.
- Contributes to the Council's diversity (as measured by affiliation, geographical distribution, scientific background and gender).

The Nominations committee will compose a list of candidates per affiliation for election by the general membership at the Annual General Assembly, to be held during the SETAC Europe Annual Meeting in Warsaw next year. The term of the elected candidates will start upon election by the SETAC Europe Annual General Assembly on DATE.

Please consider putting your name forward and complete the attached "Council application form". Email your application as indicated in the attached file to NAME (E-MAIL ADDRESS) at the SETAC Europe office or to me (E-MAIL ADDRESS) as soon as possible, but **before DATE**.

Please contact one of the Nomination Committee members\* if there are any questions left.

Thank you,

NAME

Immediate Past President SETAC Europe  
Chair of the SETAC Europe Nominations Committee

\*The 20XX-20XX Nominations Committee consists of NAMES.

ATTACHMENT 2: DRAFT APPLICATION FORM

Application form to be made available for online application and by (e)mail.

<b>SETAC Europe Council Member Application Form</b>	
<i>Details of applicant</i>	
Name:	
Firstname:	
Title:	
Date of birth:	
Male/female:	
E-mail:	
Telephone:	
<b>Private Address</b>	
Address:	
Postal code:	
City:	
Country:	
<b>Work Address</b>	
Organisation Name:	
Department:	
Address:	
Postal code:	
City:	
Country:	
<b>Current Position:</b>	
<b>SETAC member since:</b>	
<b>Career:</b>	
(180 words maximum)	
<b>Chronological overview:</b>	
<b>year</b>	
<b>education / occupation</b>	
<b>SETAC involvement:</b>	
(100 words maximum)	
<b>Motivation for standing for election to the SETAC Europe Council:</b>	
(100 words maximum)	
<b>Please don't forget to include an E-picture!</b>	
PLEASE E-MAIL THIS FORM, <b>ALONG WITH AN E-PICTURE</b> , TO:	
The chair of the Nominations Committee NAME ( <b>E-MAIL ADDRESS</b> ) and	
The SETAC Europe office in Brussels to NAME ( <b>E-MAIL ADDRESS</b> ).	

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