



# COMMITTEE MEMBERSHIP

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### 1 INTRODUCTION

As stated in Article 17.2 of the SETAC Europe constitution “The Council may, by resolution adopted by a majority of the entire Council, designate one or more standing or special committees, including, without limitation, an Executive Committee, to have and exercise the power and authority specified by the Council and permitted by law. Standing or special committees will not infringe on the powers of the General Assembly or the Council. The Council may, in its sole discretion, invite any number of staff persons, or members of the General Assembly or the public to participate in any of the standing or special committees established pursuant to this Article”.

This guidance document describes the general organization of the SETAC Europe committees and the committee leadership, the procedure for the appointment of the chair and vice-chair, the procedure for the appointment of committee members, and the yearly calendar for organization of the appointments.

Deviations from the general guidance in specific committees are possible, but must be described in the .committee-specific guidance document, which is to be approved by SETAC Europe Council

### 2 SETAC EUROPE STANDING COMMITTEES

SETAC Europe council has the power to establish and dissolve committees. Standing committees are open ended in time and typically address the topics Awards, Education, Finance, International Programmes, Meetings, Membership, Nominations, Publications, Public Relations, Communication, Regional Branches, and Science. The actual committees may focus on one or more of the abovementioned topics and are shown on the SETAC website. For the governance of SETAC Europe there is also an Executive Committee. The membership of the Executive Committee is described

in the bylaws.

### 3 COMMITTEE CHAIRS

Standing Committees are headed by a chair and a vice-chair. The chair should be a SETAC Europe council member and acts as a liaison between the committee and the council. The chair shall be supported by a vice-chair, preferably drawn from the general SETAC Europe membership and not being a SETAC Europe council member.

The committee shall elect the chair and the vice chair from among its members and the appointment shall be ratified by SETAC Europe council.

The chair and vice-chair

- shall serve for a term of one (1) year. Re-appointments for maximum two consecutive terms are permitted, but they are not automatic (i.e. must be elected every year and ratified by SETAC Europe Council every year) .
- has preferably already served at least one year on the committee prior to accepting the role as (vice-)chair.
- Shall preferably not be chair or vice-chair of any other committee
- Shall not serve in more than one (1) other SETAC Europe standing committee.
- preferably have different affiliations (business, government, academia).

To ensure continuity in the leadership of the committee it is preferred that the chair and vice-chair do not leave the committee in the same year. Depending on the needs of a committee, it may be preferred to keep the outgoing chair in the committee as the immediate-past chair.

The chair acts as the 1<sup>st</sup> liaison between the committee and the SETAC Europe Council.

### 4 COMMITTEE MEMBERSHIP

Besides the chair, vice-chair (and the possible immediate-past chair), the committee shall consist of *Ex Officio* members with voting rights and *Ex Officio* members without voting rights, and members at large. The chair, vice-chair and the possible immediate-past chair all have voting rights in the committee.

#### 4.1 *Ex Officio members*

The *Ex Officio* members with voting rights include:

- One SEC member acting as a general SEC representative and a 2<sup>nd</sup> liaison between the committee and SEC.

The *Ex Officio* members without voting rights include:

- SETAC Europe president acting as an advisor to the committee
- SETAC Europe Executive Director (or his/her designee) acting as a point of contact between the committee and the SETAC Europe and also acting as an advisor to the committee
- SETAC Europe office staff member to provide administrative support to the committee

#### 4.2 *Members at large*

The committee shall elect the members at large from a list of candidates resulting from an open call for nominations. The results of the election of committee members shall be ratified by SETAC Europe council to formally appoint the members.

All committee members must be members of SETAC Europe unless decided otherwise by SETAC Europe council.

To promote member participation and diversity in SETAC governance, the members at large shall be drawn from the general SETAC Europe membership, preferably not serving as SETAC Europe council member.

All reasonable effort should be made to:

- recruit new members from the general SETAC Europe membership with an open call for candidates
- to include at least one, student member(s) in the committee.
- balance membership among government, business and academia affiliations
- ensure continuity within the Committee and not replace more than 50% of the members in any given year.

In circumstances (e.g. shortage of candidates from the general membership) when SETAC Europe council members are elected to the committee as members at large their number shall be limited to less than 50% of the total number of voting members of SETAC Europe Council (including the chair persons and the *ex officio* SETAC Europe council representative).

Preferably, no one will be member of more than two committees at the same time.

Each member at large shall serve for a period of three (3) years,. Re-appointments are permitted, but they are not automatic (i.e., members who wish to continue their service for a second term must stand for election together with new applicants).

The committees advise SETAC Europe council on the topics assigned to them and prepare memo's, proposals and motions for discussion and approval by SETAC Europe council.

6 INDICATIVE TIMELINES

March

Inventory of upcoming vacancies in the committee, and publication of call for application on SETAC website, Globe, and News.

May (two weeks after Annual Meeting):

Deadline for applications for committee membership, chair and vice-chair.

June

Committee elects incoming chair, vice-chair and members.

September

SETAC Europe council ratifies appointments of incoming chair, vice-chair and committee members and appoints one general SEC representative as *ex officio member* to the committee.

1 October

Official transition from old to new committee composition (including chairs and *ex officio* members)

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