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, vice-chair, and committee members, their duties and expected involvement 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 such as Awards, Certification, Development, Education, Finance, Long-Range Planning, Membership and Public Relations, Nominations, 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 preferably be a member of SETAC Europe Council 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. The committee shall elect/nominate 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. Reappointments 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
- should preferably not serve in more than two (2) other SETAC Europe standing committees.
- 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 the committee, it may be preferred to keep the outgoing chair in the committee as the immediate-past chair.

The chair acts as the 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 2nd 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*

If vacancies arise, the committee should publish an open call for applications for the positions that have become vacant. The committee shall select the final candidate and present the nomination to SETAC Europe Council for ratification.

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 member of SETAC Europe Council. 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.
- to include at least one Early Career Member.
- 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 special 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 in this committee (including the chair persons and the *ex officio* SETAC Europe Council representative).

Preferably, no one will be member of more than three 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).
5  **GENERAL COMMITTEE CHARGES**

The committees advise SETAC Europe Council on the topics assigned to them and prepare memos, proposals and motions for discussion and approval by SETAC Europe Council. When relevant, the committees may be entrusted by the council to take further points / advice into consideration and prepare revised memos, proposals or motions.

6  **INDICATIVE TIMELINES**

**March**
Inventory of upcoming vacancies in the committee and the publication of the call for applications on SETAC Website, Globe, and News is coordinated by the chair with support from the committee secretary.

**May (two weeks after Annual Meeting):**
Deadline for applications for committee membership, chair and vice-chair.

**June**
Nominations for incoming chair, vice-chair and members.

**September**
SETAC Europe Council ratifies appointments of the 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)

ADDENDUM 2019

7  **TIME REQUIREMENTS SETAC EUROPE LEADERSHIP ROLES**

For the purpose of managing the expectations when members take up volunteer leadership roles and based on the actual time investment of current council and committee members the following time investments are considered as typically required to adequately fulfil the tasks related to the position:
- Committee Member: 0.5 day/month
- Committee Chair: 1 days/month
- Goalkeeper: 1 days/month
- Council Member: 1 days/month
- Council Vice-President: 4 days/month
- Council President: 4 days/month

Being a member of a committee requires frequent participation in meetings (mostly teleconferences). All members are obliged to actively participate in communication/discussions within the committee and to enhance the visibility of the committee.

If one person takes on more than one role, a respective increase of the indicated times for the respective roles applies.

When in special cases committee members cannot fulfil the expected duties (e.g. no/rare response, no/rare support, etc.), committee membership can be terminated before the term is over. For this, a proposal has to be made by the chair, vice-chair or immediate-past-chair and to be presented to the committee for a vote. A committee decision to terminate a committee membership is to be presented to SEC for ratification.

When in special cases the chair cannot fulfil his/her duties, the chairing of the committee can be terminated before the term is over. In this case the vice-chair or immediate past-chair takes over the duties until a new chair is appointed. SETAC Europe Council decides on the dismissal of a chair and should take the advice of the committee represented by the vice-chair or immediate past-chair into consideration.