



Guidelines for Commission Chairs regarding the “Vice-Chair Election”

Rules and Suggested Procedures

1.1 Nomination process

Each Commission Chair must write to the Official Members no later than 1 January 2014 inviting nominations for the position of incoming Vice-Chair to be sent to the Chair by 1 March 2014. The Chair (or designate) may also solicit nominations, and should do so if the number of qualified candidates is insufficient. Each nomination must be supported by a curriculum vitae (model given as Annex 1).

1.2 Selection of short list

From the list of nominees, the Chair (or designate) may use whatever method is acceptable to the Commission (e.g. using a nominating committee composed of previous Commission Chairs) to select a slate of at least two, but not more than four, candidates. This slate must be sent to the URSI Secretariat by 1 April 2014.

1.3 Preparation of ballot

The Secretariat will send the slate of candidates and ballot forms (Annex 3) with a covering letter (Annex 2) to the Official Members shortly after 1 April 2014. The Official Members are asked to express first and second choices of candidates, and to send their votes to the Chair no later than 1 June 2014. This letter ballot is mandatory. In tallying the vote, each first choice is awarded two points and each second choice is awarded one point.

1.4 Final vote counting and election

The final vote counting takes place at a Commission Business Meeting at the GASS. If the Official Member is present, he (she) is allowed to cast a vote if the mailed-in ballot was not received by the Commission Chair. If desired (and before vote counting) an Official Member may also change his (her) mailed-in vote. If an Official Member is unable to be present, a proxy may be designated who is empowered to vote provided the Chair is informed. The votes are then tallied, and the names of the winner and runner-up are announced.

1.5 Approval by Council

Following the Business Meeting and prior to the appropriate Council Meeting, the Chair must provide the Secretariat with the ranking (winner and runner-up) and their point totals as well as the total number of votes received by e-mail and the number of Member Committees present at the business meeting. To ensure better geographical distribution of Commission officers, Council reserves the right, in extraordinary circumstances, to select the Vice-Chair and not be bound by the ranking.



ANNEX 1

BIOGRAPHICAL DETAILS OF CANDIDATE NOMINATED

Name:

Date of birth: 19....

Education:
.....
.....
.....
.....
.....

Professional Positions (with dates)
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

URSI Positions:
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....



Professional Memberships and/or Awards:

.....
.....
.....
.....
.....
.....
.....
.....

Publications (mention the main publications with a maximum of ten):

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Does the nominee have previous experience in organising scientific meetings and, more generally, co-operative efforts on an international basis?

.....
.....
.....
.....

Did the nominee confirm his willingness to serve?

.....

Will the nominee attend the 2014 General Assembly and Scientific Symposium in Beijing?

.....

UNION RADIO-SCIENTIFIQUE INTERNATIONALE

President: Dr. P. Wilkinson
Past President: Prof. F. Lefeuvre
Vice-Presidents: Prof. S. Ananthakrishnan
Prof. M. Ando
Prof. P. Cannon
Prof. P.L.E. Uslenghi
Secretary General: Prof. P. Lagasse



INTERNATIONAL UNION OF RADIO SCIENCE

URSI Secretariat
c/o INTEC, Ghent University
Sint-Pietersnieuwstraat 41
B-9000 Ghent, Belgium
T. +32 9 264 3320, F. +32 9 264 4288
E-mail: info@ursi.org
<http://www.ursi.org>

ANNEX 2 – Template Letter

Please quote No 624

To the Official Members
of Commission X

Ghent, 2 April 2014

Dear Colleague,

The nominations received for the Vice-Chair of your Commission are those of AA, BB and CC. The biographies of these distinguished colleagues are enclosed. Please mail the included ballot to your Commission Chair, not later than 1 June 2014, marking your first choice with a "2" (for two points) and your second choice with a "1" (for one point).

The final vote counting takes place at a Commission Business Meeting in Beijing. If the Official Member is present, he/she is allowed to cast a vote if the mailed-in ballot was not received by the Commission Chair. If desired (and before vote counting) an Official Member may also change his/her mailed-in vote. If an Official Member is unable to be present, a proxy may be designated who is empowered to vote provided the Chair is informed. The votes are then tallied, and the names of the winner and runner-up are announced.

If, even at the last minute, an Official Member knows that he/she will not be able to attend the General Assembly and Scientific Symposium in Beijing, he/she should make every effort to notify the Commission Chair as to the name of his Deputy who will be attending and empowered to vote.

Following the Business Meeting and prior to the appropriate Council Meeting, the Chair must provide the Secretariat with the ranking (winner and runner-up) and their point totals as well as the total number of votes received by mail and the number of Member Committees present at the business meeting. To ensure better geographical distribution of Commission officers, Council reserves the right to select the Vice-Chair and not be bound by the ranking.

Yours sincerely,

Prof. P. Lagasse
Secretary General

cc. ... (Chair)
... (Vice-Chair)

President: Dr. P. Wilkinson
 Past President: Prof. F. Lefeuvre
 Vice-Presidents: Prof. S. Ananthakrishnan
 Prof. M. Ando
 Prof. P. Cannon
 Prof. P.L.E. Uslenghi
 Secretary General: Prof. P. Lagasse



URSI Secretariat
 c/o INTEC, Ghent University
 Sint-Pietersnieuwstraat 41
 B-9000 Ghent, Belgium
 T. +32 9 264 3320, F. +32 9 264 4288
 E-mail: info@ursi.org
 http://www.ursi.org

ANNEX 3 – Ballot form

COMMISSION ... ON

Name candidate 1	...
Name candidate 2	...
Name candidate 3	...
Name candidate 4	...

Please select two candidates.

Mark your **first** choice with a "2", your **second** choice with a "1".

Please mail this ballot to the Commission Chair, **not later than 1 June 2014:**

Professor / Dr.
 Dept.: .
 University
 Address
 City
 Country
 Fax:
 E-mail:

Name of Official Member:

Address:

.....

.....

Fax:

E-mail:

Date: