



## Commission Guidelines – Vice-Chair Election

### Guidelines for Commission Chairs regarding the election of Commission Vice-Chairs

#### 1. Nomination process

All Commission Chairs sent their call for nominations about one year ago. You may wish to send a reminder if you did not get enough nominations. By 1 March 2021 you should have received at least two nominations. Each nomination must be supported by a curriculum vitae, according to the template given at Annex 1. For the nominations you received one year ago, please ask your candidates to confirm their willingness to stand for election and serve (a simple confirmation by e-mail will do).

#### 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 2021.

#### 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 2021. The Official Members are asked to express first and second choices of candidates, and to send their votes (by mail or email) to the Chair no later than 1 June 2021. This letter ballot is mandatory. In tallying the vote, each first choice is awarded two points and each second choice is awarded one point.

#### 4. Final vote counting and election

The final vote takes place at a Commission Business Meeting at the GASS, where the votes are tallied and the names of the winner and runner-up are announced.

If present at the Business meeting the Official Member is allowed to cast a vote if the mailed or emailed ballot was not received. If desired (and before vote counting) an Official Member may also change their mailed or emailed vote.

If an Official Member is not present, the Official Member may designate a Proxy by informing the Chair in writing before the Business Meeting starts.

#### 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. In addition the number of Member Committees voting by mail (or email) and the number of Member Committees represented at the Business Meeting by Official Members or their Proxies must be provided. Annex 4 provides a form for reporting the election results. 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.



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### 6. Budgetary implications

Financial support for the Chair, Vice-Chair and Early Career Representatives to attend the Coordinating Committee meetings, Council meetings and the Business meetings (normally co-located with the URSI Flagship meetings) is provided for in the Commission budget.

The Commission budget should foresee at least the following participation of the Commission Officials (i.e. Chair, Vice-Chair and both ECRs) at the URSI Flagship meetings:

- GASS: all 4 Commission Officials are expected to attend
- AT-RASC: at least 2 out the 4 Commission Officials are expected to attend
- AP-RASC: at least 2 out the 4 Commission Officials are expected to attend

The Board reserves the right to withdraw support from any Commission Official who fails to discharge his or her duties.