

## E-SWAN New committee's bylaws template

Date of issue: 17 June 2022

In order to help in the creation of new committees, a draft is proposed here for new Bylaws.

Bylaws of any New Committee must include:

### **1. Preamble**

*Insert the following paragraph replacing "New Committee" with its actual name and abbreviation:*

"The (New Committee long name), hereafter (New Committee), created as part of the International Not-for-Profit Association "European Space Weather and Space Climate Association", hereafter E-SWAN, is governed by the Bylaws laid out in subsequent Articles. The (New Committee) has full and sole authority and responsibility to establish, approve and eventually modify its Bylaws under the condition that the Bylaws remain consistent with the actual valid Statutes of E-SWAN. These Bylaws must therefore be approved by the E-SWAN Executive Board."

### **2. Objectives and Tasks**

*Objectives and Tasks (Aims and Scope) of the New Committee*

### **3. Composition of the New Committee.**

#### 3.1. Chairperson

*A New Committee must have a Chairperson and, possibly, a Vice-Chair.*

#### 3.2. Representatives of national and international organisations (if applicable)

*A New Committee may be composed of representatives of national and international organisations if goals of a New Committee make this necessary.*

#### 3.3. Mandate of the New Committee' members

*The mandate of each member of the New Committee must be defined by the Bylaws.*

#### 3.4. Selection/nomination criteria for the New Committee's members

*Selection/nomination criteria for the New Committee members and time limits for the membership must be defined by the Bylaws.*

### **4. Role and Duty of the Chairperson**

*Role and Duty of the Chairperson must be defined by the Bylaws. They may include:*

- *Organisation of the New Committee's meetings;*
- *Organisation of sub-committees;*

- *Serving as a liaison person to other organisations;*

## **5. Rules for the Chairperson nomination and elections.**

### 5.1. Chair Candidate Nomination

*Nomination procedure of the Chairperson must be defined by the Bylaws and must include following procedure:*

#### 5.1.1. Selection/nomination criteria for the Chairperson of the New Committee members and time limits for the membership:

- One year before the new Chairperson is elected, the New Committee must form an internal “search committee”. The composition and the number of the “search committee” members must be defined by the Bylaws;
- The “search committee” must publicise the Chairperson's open position through E-SWAN and any possible media and propose criteria for nominations. The search committee must also publicise the date of the election;
- The “search committee” also contacts potential candidates and solicits their applications;

#### 5.1.2. Candidate Nomination Rules

*The Bylaws must define if anyone can stand as a candidate to become Chairperson of the New Committee (self-nomination) or propose another (third-party nomination) or there are limitations. In any case the Bylaws must say that a third-party nomination is only possible after the candidate has been informed and accepted to be nominated;*

### 5.2. Eligibility of the Chairperson

*The Bylaws must specify criteria for being eligible that must include the E-SWAN membership of a nominee;*

### 5.3. Election Procedure

*The Bylaws may specify election procedure, e.g., who can and cannot vote, how many voting are allowed, time limit for an elected candidate to declare his/her accepting or declining to assume the Chairperson position.*

### 5.4. Chairperson Handover

*The Bylaws must specify the rules for the transfer of the New Committee's documents and information from a former Chairperson to a newly elected Chairperson with time limits for the transfer procedures.*

## **6. Dispute Resolution**

*The Bylaws must define that the Chairperson of the New Committee must bring any dispute that fails to be resolved within the New Committee to the attention of the Executive Board, which has the task to find and implement a resolution.*

