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

# Nomination process

Each Commission Chair must write to the Official Members of the Commission no later than 1 January 2020 inviting nominations for the position of incoming Vice-Chair to be sent to the Chair by 1 March 2020. 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, according to the template given at Annex 1.

# 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 2020.

# 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 2020. 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 2020. This letter ballot is mandatory. In tallying the vote, each first choice is awarded two points and each second choice is awarded one point.

# 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.

# 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.

# 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.

# ANNEX 1

# Candidacy for Commission Vice-Chair

Please provide a pdf version of this form to the Secretariat by the deadline. Late nominations will only be considered under exceptional circumstances.

# **Name**

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Commission** |  |
| **Nationality** |  |
| **Date of Birth** |  |
| **E-mail address** |  |

# **Present occupation**

|  |  |
| --- | --- |
| **Position** |  |
| **Organization** |  |
| **Other details** |  |

# **Employment History. Present position first, limit to one page; extend table as required.**

|  |  |  |  |
| --- | --- | --- | --- |
| **From****(year)** | **To****(year)** | **Name of Employer** | **Position and Responsibilities** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# **Education. Honorary degrees denoted by H; extend table as required.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Educational Institution** | **Location** | **Degree** | **Year** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# **Honours, awards, professional society memberships, extend table as required.**

|  |  |
| --- | --- |
| **Citation Body** | **Professional Citation** |
|  |  |
|  |  |
|  |  |

# **Professional, government of international committee memberships; extend table as required.**

|  |  |
| --- | --- |
| **Date** | **Name** |
|  |  |
|  |  |
|  |  |

# **Ten most significant publications, patents etc.**

|  |  |  |
| --- | --- | --- |
|  | **Title and reference** | **Comment** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |

# **Previous URSI appointments.**

|  |  |
| --- | --- |
| **Appointment** | **Notable achievements in role** |
|  |  |
|  |  |
|  |  |

# **You are invited to comment on: “what are the two key problems facing your Commission over the next six years?” and “what are the three hot topics your Commission might address over the next six years?”**

# **Please limit to one page.**

|  |
| --- |
|  |

# **Will the candidate attend the GASS?**

|  |
| --- |
|  |

# I confirm my willingness to stand.

# **Signature of the candidate**

|  |  |
| --- | --- |
| **Date** | **Signature** |
|  |  |

# ANNEX 2 – Vice-Chair Template Letter

Please quote No 624

To the Official Members
of Commission X

Ghent, 2 April 2020

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 vote by mail or email using the attached form and send it to your Commission Chair, to arrive not later than 1 June 2020, marking your first choice with a "2" (for two points) and your second choice with a "1" (for one point).

The final vote takes place at a Commission Business Meeting in Rome, 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.

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.

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.

Yours sincerely,

Prof. P. Van Daele

Secretary General

cc. ... (Chair)

 ... (Vice-Chair)

# ANNEX 3 – Vice-Chair 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 2020:**

Professor / Dr.

Dept.

University

Address

City

Country

Fax:

E-mail:

Name of Official Member:

Address:

E-mail:

Date:

# ANNEX 4 – Vice-Chair Ballot Summary Form

|  |  |
| --- | --- |
| **Commission X** |  |
| Name of winner | points |
| Name of runner-up | points |
| Number of Official Members voting by mail or email |  |
| Number of Official Members or Proxies present at the Business Meeting |  |