Guidelines for Commission Chairs regarding

the election of

Commission Vice-Chairs

# Nomination & Election Process

## Nomination process

Each Commission Chair must write to the Official Members of the Commission no later than 1 February 2023 inviting nominations for the position of incoming Vice-Chair to be sent to the Chair by 1 March 2023. 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 2023.

## Preparation of ballot

The Secretariat will send the slate of candidates and instructions with respect to the voting process to the Official Members shortly after 1 April 2023. The Official Members will be asked to express first and second choices of candidates through the voting tool provided by the URSI Secretariat no later than 1 June 2023. In tallying the vote, each first choice is awarded two points and each second choice is awarded one point.

The URSI Secretariat will inform the Commission Chair about the status shortly after 1 June 2023.

## Final vote counting and election

The final vote takes place at the first Commission Coordinating Activity meeting (formerly ‘Business meeting’) at the GASS, where the votes are tallied and the names of the winner and runner-up are announced.

Instructions on how to use the voting tool will be provided by the URSI Secretariat.

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

If an Official Member is not present, the Official Member may designate a Proxy by informing the Chair in writing before the Commission Coordinating Activity meeting starts.

## Approval by Council

Following the Commission Coordinating Activity meeting and prior to the appropriate Council Meeting, the Chair and the Secretariat will meet to prepare the ranking (winner and runner-up) and their point totals. In addition the number of Member Committees voting by mail (or e-mail) and the number of Member Committees represented at the Commission Coordinating Activity meeting by Official Members or their Proxies must be provided. Annex 2 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.

**ANNEX 1**

**CANDIDACY FOR COMMISSION VICE-CHAIR**

Please provide a pdf version of this form to the Secretariat (info@ursi.org) by the deadline. Late nominations will only be considered under exceptional circumstances.

1. Name

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

1. Present occupation

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

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

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

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

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

1. Honours, awards, professional society memberships, extend table as required.

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

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

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

1. Ten most significant publications, patents etc.

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

1. Previous URSI appointments.

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

1. 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.

|  |
| --- |
|  |

1. Will the candidate attend the GASS?

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| --- |
|  |

**I confirm my willingness to stand.**

1. Signature

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

**ANNEX 2 – Vice-Chair Ballot Summary Form**

|  |  |
| --- | --- |
| **Commission X** |  |
| Name of winner | points |
| Name of runner-up | points |
| Number of Official Members voting by mail or e-mail |  |
| Number of Official Members or Proxies present at the Commission Coordinating Activity meeting |  |