

# **European Members of the International Science Council (ISC)**

## **Statutes and Rules of Procedure**

### **1. Establishment and Membership**

- <sup>1</sup> The European Members of the International Science Council (ISC; hereafter: European ISC Members) is an informal group that comprises the Member Organisations of the ISC in Europe;
- <sup>2</sup> Membership is open to all such ISC Member Organisations.

### **2. Objectives**

The European ISC Members:

- <sup>1</sup> Ensure the inclusion of the interests and priorities of the European science community in the strategic planning of the ISC;
- <sup>2</sup> Foster their participation in the global activities and programmes of the ISC to mutual benefit;
- <sup>3</sup> Facilitate communication between the ISC Secretariat and relevant national bodies;
- <sup>4</sup> Coordinate their activities.

### **3. Annual Meeting**

- <sup>1</sup> The Annual Meeting is the highest decision-making body and can take the following decisions, in particular:
  - a. Approve activities;
  - b. Elect a Member Organisation that hosts the European ISC Members by providing the Chair and Secretariat;
  - c. Elect the Management Group members;
  - d. Amend the present Statutes and Rules of Procedure;
- <sup>2</sup> Representatives of the ISC Secretariat can be invited to attend as observers;
- <sup>3</sup> Decisions may be arrived at entirely or in part by electronic means;
- <sup>4</sup> The Member Organisation that hosts an Annual Meeting is responsible for organisation and practical arrangements, in close collaboration with the Secretariat of the European ISC Members.

### **4. Chair and Secretariat**

- <sup>1</sup> The Member Organisation, which serves as host, coordinates the activities of the European ISC Members;
- <sup>2</sup> The host organisation provides the Chair and the Secretariat;
- <sup>3</sup> Under the guidance of the Chair, the Secretariat provides support for Annual Meetings and for the Management Group;
- <sup>4</sup> The staff of the Secretariat is appointed by the host organisation;
- <sup>5</sup> The term of office for the host organisation is three years, with the possibility for one (1) extension.

### **5. Management Group**

- <sup>1</sup> The Management Group prepares the agenda of and implements decisions taken by Annual Meetings, and it initiates activities as appropriate to realise the objectives of the European ISC Members;
- <sup>2</sup> The Management Group is composed of members with voting rights as follows:
  - a. 1 Chair from the Member Organisation that hosts the European ISC Members;
  - b. 1 representative from the Member Organisation that precedes as host organisation (hereafter: Past Chair);
  - c. 5 representatives from different Member Organisations (hereafter: Management Group Members);
  - d. 1 Secretary from the Member Organisation that hosts the European ISC Members (ex officio);

- <sup>3</sup> Additional officers from the host organisation of the European ISC Members may attend Management Group meetings as observers;
- <sup>4</sup> The term of office for the Past Chair is three (3) years, that of Management Group Members three (3) years, with the possibility for one (1) extension.
- <sup>5</sup> A European ISC Member can be represented by a Management Group Member for up to two consecutive terms of office;
- <sup>6</sup> Vacancies that should arise among Management Group membership during a term of office remain open to the end of the three-year cycle;
- <sup>7</sup> Terms of office that are not completed count as full terms of office;
- <sup>8</sup> The Management Group meets as often as necessary, but at least once a year in addition to Annual Meetings of the European ISC Members;
- <sup>9</sup> Management Group meetings require a quorum of a minimum of 50 percent of the total number of voting members;
- <sup>10</sup> Management Group decisions may be arrived at entirely or in part by electronic means;
- <sup>11</sup> The Management Group may set up ad hoc working groups as appropriate.

## **6. External relations**

The European ISC Members cooperate with other relevant organisations, at a European level in particular.

## **7. Finances**

- <sup>1</sup> Unless explicitly arranged otherwise, European ISC Members bear the costs of their representatives for participating at Annual Meetings and at Management Group meetings;
- <sup>2</sup> The host organisation bears all costs of the Secretariat;
- <sup>3</sup> The host organisation of an Annual Meeting bears all expenses for meeting facilities and catering;
- <sup>4</sup> Any decisions taken by Annual Meetings or by the Management Group shall have no financial bearings on the European ISC Members.

*Adopted by the Annual Meeting of the European ISC Members on 10 June 2021.*