CODATA Executive Committee
Nominations Procedure Document
26 October 2017

This document summarises the process for nominations and elections to the CODATA Executive Committee at the 31st CODATA General Assembly to be held 26-7 October 2018 in Gaborone, Botswana.

The following Offices are open for nomination and election:

President

Vice President (2 positions)

Executive Committee Ordinary Members (8 positions)

Nominating Committee, 2014-18

The *Nominating Committee* consists of four members. The Past President, Huadong Guo, will chair the committee, which will consist of Mark Thorley, Elizabeth Griffin and Mary Zborowski.

Nominations, 2018

Nominations may be made by CODATA Members (National, Union, Co-Opted and Affiliate Members) as well as Task Groups.

The deadline for nominations is 9 April 2018.

By 26 April 2018, the *Nominating Committee* will distribute to CODATA members a *Provisional List* of candidates for election to the Offices of President, Vice-President, and eight places on the Executive Committee. This must include at least one candidate for each post.

According to the CODATA constitution any nominated candidate in receipt of nominations from four CODATA Members *must* be put on the provisional list. The *Nominating Committee* may use its judgment on whether to place a candidate with less than four nominations on the *Provisional List*: 'The Nominating Committee must place on the Provisional List all nominations that have been proposed by at least 4 Parties pursuant to By-Law 4.1. In addition, to ensure there are candidates for all positions, including alternatives if so desired, the Nominating Committee may place on the Provisional List nominations which have been proposed by fewer than 4 Parties as well as names that the Nominating Committee has identified through its own deliberations.'

The *Nominating Committee* is tasked with soliciting additional nominations to ensure that there are candidates for all positions and alternates if so desired. It is the *Nominating Committee's* responsibility to ensure that all candidates meet the eligibility requirements.

Additional candidates, in receipt of more than four nominations, may be added up to 14 September 2018, in order that delegates receive the definitive Official List by 21 September 2018.

Rules Relating to Officers and Executive Committee Positions

Office	Term	Restrictions on renewal	Constitutional Article
President	4 years	Non-renewable, max 4 years.	7.2.b.
Vice-Presidents	4 years	Renewable once, max 8 years (subject to 6.1.c).	7.2.d.
Secretary General and Treasurer	4 years	Renewable once, max 8 years (not subject to 6.1.c)	7.2.d.
Ordinary members	2 years	Renewable twice, max 6 years	6.1.c.

Offices and Current Incumbents

Office	Incumbent	Term of Incumbent	Observation
President	Geoffrey Boulton	4 years (since 2014); EC member since 2014	**Position open, incumbent NOT eligible for nomination.**
Past President	Huadong Guo	2 years as an Officer (2014-2016), remains chair of Nominating Committee until GA 2018; EC member since 2004	*Position not open, ex officio; the current President will be an Officer as Past President for two years (2018-2020) and then will be chair of the Nominating Committee until GA 2022.*
Vice-President	Takashi Gojobori	8 years (since 2010); EC member since 2008.	**Position open, incumbent NOT eligible for nomination.**
Vice-President	Niv Ahituv	4 years (since 2014), EC member since 2010.	**Position open, incumbent eligible for nomination.**
Secretary General	Bonnie Carroll	2 years (since 2016); EC member since 2006	Position not open for election at this GA
Treasurer	John Broome	6 years (since 2012); EC member since 2010	Position not open for election at this GA
Ordinary Member	Jane Hunter	2 years (since 2016);	**Position open, incumbent eligible for nomination.**
Ordinary Member	Paul Laughton	4 years (since 2014)	**Position open, incumbent eligible for nomination.**
Ordinary Member	Der-Tsai Lee	6 years (since 2012)	**Position open, incumbent NOT eligible for nomination.**
Ordinary Member	LI Jianhui	4 years (since 2014)	**Position open, incumbent eligible for nomination.**
Ordinary Member	Alena Rybkina	4 years (since 2014)	**Position open, incumbent eligible for nomination.**
Ordinary Member	Paul Uhlir	2 years (since 2016)	**Position open, incumbent eligible for nomination.**
Ordinary Member	Joseph Wafula	2 years (since 2016)	**Position open, incumbent eligible for nomination.**
Ordinary Member	Mary Zborowski	6 years (since 2012)	**Position open, incumbent NOT eligible for nomination.**
Ordinary Member (*ex officio*)	Sarah Callaghan	3 years (since 2015)	*Position not open, ex officio*

Appendix: Nominations in the CODATA Constitution

Statute 6 - The Executive Committee

6.1

a) The Executive Committee of CODATA shall consist of the Officers (see Statute 7) together with eight Ordinary Members elected by the General Assembly and up to two Co-opted Members appointed per Statute 6.1 e). A candidate for Officer or Ordinary Member of the Executive Committee, at the time of election, must be a long-term resident of, or have primary affiliation with, the territory of a voting National or Regional Member or must be the official Delegate of a Member Union or Co-Opted Organization, or the official Delegate of the Affiliate Members or the At-Large Members.

b) **In making elections to the Executive Committee, attempts should be made to strike a balance as regards both disciplines and countries and to provide specialized expertise relevant to currently important CODATA projects.** The Ordinary Members of the Executive Committee need not necessarily be past or present Delegates but must have participated in recent activities of CODATA such as Task Groups or the liaison committee of a National or Regional Member (see Statutes 3.1 b), c) and d)).

c) **The term of office of Ordinary Members shall be two years with the possibility of extensions for up to two further periods of two years each.** In defining terms of office, the two year period shall normally be the time between the end of an (ordinary) General Assembly and that of the subsequent (ordinary) General Assembly.

d) The maximum, aggregate number of consecutive years that an individual may serve on the Executive Committee, whether as Ordinary Member or Officer, shall be ten years. Upon completion of such a term of service, the individual shall not be considered eligible for election to any Executive Committee position for the next two years but may be so considered after the expiry of that two-year period.

e) The Executive Committee shall have the power to co-opt not more than two additional members to assist in the handling of matters requiring particular or additional skills and experience. Years served by a Co-opted member shall be included in the total described in Statute 6.1 d).

f) The Executive Board of ICSU shall be invited to send an Observer to the Executive Committee of CODATA.

6.2 Between General Assemblies of CODATA, the responsibility for transacting the business of CODATA is vested in the Executive Committee. In its transactions, the Executive Committee requires a quorum of one half of its members. Decision shall be by a simple majority of the number of votes cast. The Chair shall have a casting vote.

6.3 The Executive Committee shall normally meet once a year.

6.4 The Executive Committee may consult the Delegates between General Assemblies to obtain guidance on major issues. Participation by voting Delegates equaling one half or more of the total number of CODATA voting Delegates shall constitute a quorum for such consultations.

6.5 All actions of the Executive Committee shall be reported at the subsequent General Assembly in the reports of the Secretary General and the Treasurer.

Statute 7 - The Officers

7.1 **CODATA shall elect a President, one or two Vice-Presidents, a Secretary General and a Treasurer.** In addition, the Immediate Past President is, *ex officio*, an Officer subject to the provisions of Statute 7.2c). Officers must normally be selected from:

- past or present Delegates or Members of the Executive Committee,

- those who have been active within the last three years in an executive capacity in CODATA Task Groups or Working Groups; or

- those who have been active within the last three years in their CODATA national committee.

- In exceptional circumstances, the Executive Committee may, by resolution, nominate an outstanding candidate whose background in CODATA does not meet the above criteria.

7.2

a) On assuming office, the President, the Secretary General and the Treasurer shall cease to be the Delegates of their Members if they are such Delegates. In accordance with Statute 3.3, the Members shall designate alternative Delegates in their place.

b) **The President shall be elected for a term of four years which cannot be extended.**

c) The Immediate Past President, exceeding if necessary the provisions of Statute 6.1 d), shall remain an Officer for the first two years following the conclusion of his term of office as President.

d) **The Secretary General and Treasurer shall be elected initially for a term of four years with the possibility of a renewal for a further term not to exceed four years and may, if necessary, exceed the provisions of Statute 6.1 d) in order to complete that term. The Vice Presidents shall be elected initially for a term of four years with the possibility of a renewal for a further term not to exceed four years, subject to the provisions of Statute 6.1 d).** Only the Immediate Past President may serve more than eight consecutive years as an Officer of CODATA.

7.3 In the event of the death, incapacity or resignation of the President, the Immediate Past President shall be Acting President to hold office until the subsequent General Assembly. If he or she is unable or unwilling to act as President, the Executive Committee, with the Secretary General acting as Chair *pro tem*, shall appoint a Vice President to be the Acting President or, failing that, from among its own members or, failing that, from among present and past Delegates.

7.4 In the event of the death, incapacity or resignation of the Secretary General or the Treasurer, the Executive Committee shall appoint an Acting Secretary General or Treasurer to hold office until the subsequent General Assembly from among its own members or, failing that, from among present and past Delegates.

7.5 In the event of the death, incapacity or resignation of a Vice-President, the Executive Committee may appoint an Acting Vice-President to hold office until the subsequent General Assembly from among its own members or, failing that, from among present and past Delegates.

7.6 Between meetings of the Executive Committee, responsibility for transacting the business of CODATA is vested in the Officers. All decisions of the Officers shall be submitted for approval to the Executive Committee at its next meeting.

7.7 In defining terms of office, the two year period shall normally be the time between the end of an (ordinary) General Assembly and that of the subsequent (ordinary) General Assembly.

7.8 The Secretary General of CODATA shall keep the Secretary General of ICSU fully and promptly informed of the activities of CODATA.

Statute 10 - Nominating Committee

10.1 **The General Assembly at which a new President is elected shall appoint a Nominating Committee to propose candidates for vacancies among the Officers and Ordinary Members of the Executive Committee for election at the two following General Assemblies. The Nominating Committee shall consist of four members (two at least of whom shall be past or present Delegates) elected by the General Assembly, with the Immediate Past President, or, if he or she is unable or**

unwilling to serve, another previous Officer as Chair. Members of the Committee shall be appointed for four years.

By-Law 4 - Relating to Nominations (Statute 10)

4.1 **[T]he Nominating Committee shall invite all Members as well as members of Task Groups who are referred to hereafter as Parties, to propose names for election as Officers and Ordinary Members of the Executive Committee.** The proposed names, along with the names of past and present Delegates, will form a basis for the Nominating Committee to select a Provisional List of candidates.

4.2 The Nominating Committee shall distribute to all Delegates, […] a **Provisional List** of candidates for election to office in CODATA or to Ordinary Membership of the Executive Committee. This List shall include at least one nomination for each Officer position, for which the end of the incumbent's term is pending, and at least eight nominations for Ordinary Membership of the Executive Committee.

The Nominating Committee must place on the Provisional List all nominations that have been proposed by at least 4 Parties pursuant to By-Law 4.1. In addition, to ensure there are candidates for all positions, including alternatives if so desired, the Nominating Committee may place on the Provisional List nominations which have been proposed by fewer than 4 Parties as well as names that the Nominating Committee has identified through its own deliberations. The Nominating Committee shall indicate on the resultant Provisional List those whom it recommends as candidates. In all cases, it is the responsibility of the Nominating Committee to ensure that all listed candidates satisfy the relevant criteria of the Statutes then in force and have indicated their willingness to serve if elected.

The names of any further candidates proposed by at least 4 Delegates, together with the candidate's written consent to serve if elected, must reach the Secretary General at least 6 weeks before the General Assembly. The Secretary General will add the names of such candidates to the Provisional List and will send this merged list, referred to hereafter as the Official Slate of Candidates, to the Delegates 5 weeks before the General Assembly.

By-Law 5 - Voting Procedures

5.1 **The election of the Officers shall be by secret ballot from names listed on the Official Slate of Candidates.** Each voting member shall vote for no more names than there are vacancies to be filled. Any ballot paper not complying will be considered invalid.

5.2 The election of the Ordinary Members shall be by secret ballot from names listed on the Official Slate of Candidates. Each voting member shall vote for the same number of names as there are vacancies to be filled. Any ballot paper not complying will be considered invalid.

5.3

   a) a candidate for Officer shall be declared elected who receives more than one-half the valid votes actually cast; absences, failure to vote and abstentions are not taken into account. The number of votes to be cast by each voting Member shall be in conformity with Statute 5.1 d).

   b) Candidates for Ordinary Members shall be selected in descending order of their vote count until all positions are filled and shall be declared elected if their vote count is more than one-half the number of valid ballot papers actually cast. Absences, failure to vote and abstentions are not taken into account. The number of ballot papers to be cast by each voting Member shall be in conformity with Statute 5.1 d).

5.4 If vacancies remain after any ballot, the name of the candidate receiving the least number of votes and the names of the elected candidates shall be removed from the next ballot. This procedure shall be repeated until all vacancies have been filled. If at any time a choice must be made among

candidates who have obtained the same number of votes, a separate ballot shall be taken to resolve the tie. Should the tie remain after two consecutive ballots, the President shall have the right to cast the deciding vote.