

## **RULES OF PROCEDURE**

**Adopted at the IANAS General Assembly in Rio de Janeiro, Brazil  
7 May 2016**

### **SECTION I: MEMBERSHIP AND ELECTIONS**

#### **Article 1: Membership**

**1.1** Application for membership may be made at all times. It shall be in writing and provide information on objectives and a copy of the statutes, members and organizational structure of the Academy seeking membership and the endorsement of the IANAS Statutes and Rules of Procedure.

**1.2** Membership applications shall be reviewed by the Executive Committee or by a subgroup of the Executive Committee.

**1.3** If eligible, the Executive Committee shall grant an Academy seeking membership the status of provisional member. Academies with provisional membership may participate fully in all IANAS programs and activities.

**1.4** At its next regular meeting, the General Assembly shall vote on new applications for membership based on recommendations from the Executive Committee.

#### **Article 2: Co-Chairs**

**2.1** At least six months before the end of term of office of the Co-Chairs, the Executive Committee shall appoint a Nominations and Elections Committee of at least three persons selected from among representatives of member Academies that do not seek election or re-election to the position of co-chair.

**2.1.1** The Nominations and Elections Committee shall canvas all IANAS member Academies for names of potential candidates for co-chair.

**2.1.2** The Nominations and Elections Committee shall identify nominees for co-chair position 1 and for co-chair position 2 as two slates to be voted on separately.

**2.1.3** At least three months before the next regular meeting of the General Assembly, the Nominations and Elections Committee will report to the IANAS membership the names of at least one nominee for each co-chair position.

**2.2** Nominations from the floor must be endorsed by at least five IANAS member Academies to be placed on the ballot

**2.3** The General Assembly shall vote to fill each of the co-chair positions consecutively. In electing a Co-Chair, the candidate to receive a majority of votes, abstentions not considered a vote, shall be elected a Co-Chair. If no candidate receives a majority of votes, the candidate with the least number of votes shall be taken off the slate of candidates and a new vote shall take place. This procedure shall be repeated until a candidate receives a majority of votes.

#### **Article 3: Executive Committee**

**3.1** At least six months before the next regular meeting of the General Assembly, the Co-Chairs shall request all IANAS member Academies to indicate whether

they seek membership of the Executive Committee.

**3.1.1** In submitting their request to member Academies, the Co-Chairs shall fix a deadline before which member Academies shall respond. This deadline shall be at least 30 days prior to the first day of the forthcoming meeting of the General Assembly.

**3.1.2** In submitting its candidacy, a member Academy shall provide a brief citation of one page at most in which it summarizes the reasons why it seeks membership of the Executive Committee, either for the first time or for a renewal of term.

**3.2** At least 14 days prior to the first day of the forthcoming meeting of the General Assembly, the Nominations and Election Committee shall circulate to all member Academies a list of all candidates for membership of the Executive Committee.

**3.3** The election of the members of the Executive Committee shall be conducted by a secret paper ballot. The Nominations and Election Committee shall decide on any issues relating to the validity of the election process.

**3.4** The voting shall be organized as follows:

**3.4.1.** Each member Academy shall receive a ballot form. The ballot form shall not reveal the identity of the member Academy that uses it. For countries with more than one member Academy, the vote shall be fractional where the total vote from a country sums to one so that all countries have equal representation.

**3.4.2** Each member Academy shall cast affirmative votes in favor of 5 candidates by placing the sign X in the box appearing opposite the name of those candidates. A ballot form is invalid if more than 5 Xs are placed on the form. If fewer than 5 Xs are placed on the form, the missing votes shall be considered abstentions.

**3.4.3** The retiring Co-chair shall appoint three tellers to count the ballots and report the results of the election to the Nominations and Elections Committee. The Nominations and Election Committee shall determine the 5 candidates that have received the largest number of affirmative votes. If two or more candidates have received the same number of affirmative votes, the elected candidates shall be taken off the slate and a new vote shall take place to decide the remaining positions. This procedure shall be repeated until a candidate receives a majority of votes.

**3.4.4** On the basis of the determinations made under paragraph 3.4.3 above, the Teller Committee shall rule, and announce in order of votes received, which candidates are elected as members of the Executive Committee. The list will be ordered with the Academy receiving the most votes listed first, the next most second until finally the Academy elected with the least votes.

#### **Article 4: Host Academy to the Secretariat**

**4.1** If the lead host Academy to the Secretariat has notified the Executive Committee that it wishes to terminate its role as host Academy, the IANAS Co-chairs shall request, without delay, IANAS member Academies to indicate whether they seek election as lead host Academy.

**4.2** On the basis of the candidatures so received, the Executive Committee shall

develop a proposal for a new lead host Academy to the Secretariat and place that proposal before the next regular meeting of the General Assembly.

**4.3** If it is not possible to postpone the decision until a regular meeting of the General Assembly, the decision may be made by a vote of all IANAS academies by email. The ballot will close 14 days after the initial notification of the election has been e-mailed to the IANAS academies. The host academy will be elected by majority of those academies voting.

## **SECTION II: STATEMENTS**

### **Article 5: Issues of Global Concern**

**5.1.** If the Executive Committee determines that IANAS shall issue a Statement in which it takes a public position on a scientific or societal problem of a global nature, the Executive Committee shall appoint an ad hoc Statement Committee to prepare a draft text.

**5.2.** Such a draft text shall be circulated to the member Academies at least sixty days before the General Assembly meeting at which the text is to be adopted as a Statement. Member academies shall be requested to comment on the draft text and the Statement Committee shall consider all comments so received.

**5.3.** The Executive Committee shall place the final draft before the General Assembly for a decision. If the draft receives the support of a majority of all IANAS member Academies and no vote against it, it shall be made public as an IANAS Statement.

**5.4.** If it is not possible to submit a final draft to a meeting of the General Assembly, the draft may be submitted to IANAS member Academies for an email vote. In that case there shall also be a period of sixty days between the communication of the draft to IANAS member Academies and the decision on whether or not to make it public as an IANAS Statement.

### **Article 6: IANAS Publications**

**6.1** The Executive Committee may appoint from among its members an IANAS Publication Committee to review draft publications that will carry the IANAS Logo or will be identified as IANAS publications.

**6.2** When requested by the Executive Committee, the IANAS Publications Committee will recommend whether a publication is appropriate to be identified as an IANAS publication and to carry the IANAS Logo.