

Section Committees: structure, management, objectives

Background: Council meeting in April 2007, considered a proposal for the management and governance of Section Committees. A change to the way that Section committees operate has become necessary now that Sections are involved in direct governance of the Academia, as members of the Council.

The modified proposal described below, flows out of a consultation of Section chairs that was carried out in the autumn of 2006 and again between April and July 2007.

Council approved this policy and the implementation timetable at a meeting in September 2007.

Implementation timetable

With effect from adoption of this policy (September 2007), the current chairs of Sections will be formally 'appointed', under the new procedures, unless they express a wish to retire. Chairs terms of office under the new policy will start on 1st January 2008. Chairs will be invited to present lists of names for appointment to the "new" Section committees (in line with the procedures) at the April 2008 Council meeting. **After that, Section committees will establish and operate their own rotation and elections system.**

A. Policy document

Rules of procedure for Section Committees (version 3 FIN)¹

1. In accordance with the regulations (Sectn. 10(1)) all Sections are represented in the Council. This will usually be the chair, or a nominated alternate from the committee. Section committees will be expected to follow the policy set out in this document.
2. Council may review and amend any of the provisions of this policy following a proposal to and a debate of the Council and an agreement thereon.
3. This policy shall take effect from the 1st January 2008.

Structure of the committees

4. Each Section shall have a committee representative of all categories and disciplines of the membership of that Section (subject to the restrictions set out in the Regulations (Sectn. 3,4 and 5)). Notwithstanding Articles 3 and 4 of the regulations, and at the discretion of the chair, honorary and/or Foreign members may be invited to participate as working members of section committees.

¹ re-confirmed by Council 28 April 2009, amended Jan 2011 to reflect change in governance

5. Each committee shall have a minimum of [*four (4)members and a chair*] and not more than [*eight (8) members and a chair*] members, as appropriate to the needs of the Section².
6. The chair of each committee shall be appointed by the Council.
7. The chair of a committee shall serve for three years from the date of first appointment. A retiring chair may be re-appointed by the Council, for a single period of three years. No member of the Academia may serve as a Section chair for more than six years.
8. Past chairs may serve as an individual member of a Section committee.
9. Members of a Section committee shall serve for three years from the date of their appointment, or election. Retiring committee members may seek to be re-appointed or re-elected for a further, single period of three years. No Academia member may serve as an appointed or elected ordinary member of a Section committee for more than six years.
10. Past ordinary members of a committee may be appointed as a section chair (see para. 6).
11. Each committee shall appoint a Vice chair (pro bono) from amongst its members to serve, on a rotational basis, as agreed by that committee.

Composition of membership of committees

12. Section committees should take active steps to seek a balance of disciplinary interests of the section. The membership of each committee should also seek as far as practicable, to reflect both the gender and age balance of the membership of that Section. The chair is responsible for ensuring an effective balance.
13. Committees shall be composed of a mixture of appointment and election by members of the Section.
14. Each committee is required to establish and operate a process for the regular rotation of members. The target is to achieve a 50:50 balance between appointment (by the chair) and election by the time of the AGM in 2010.
15. Sections are free to determine their own process and timings for organising elections amongst the section members.

Decisions of committees

16. All decisions made by the Section committees shall be on the basis of consensus, as interpreted by the chair. In the event of no consensus, the chair may choose to put any matter to a vote. Decisions shall be made by simple majority of all members. In the event of a tie, the chair shall have a casting vote.

Reporting

17. All sections (starting with the AGM of 2008) shall provide a brief annual report on activities undertaken and planned, for inclusion into the Annual Report of the Academia Europaea. Reports will be published on the website.

² Council may agree to vary these figures based upon a proposal from an individual Section.

Disputes

18. In the event of disputes that cannot be settled within the committee, the chair may seek a resolution by the Board. A Board decision will be considered as binding on the Committees.

Terms of Reference for Section Committees.

Core responsibilities

1. To manage the procedures for the annual nomination of new members.
2. To stimulate and support the development of activities by the members of the Section and to help develop collaboration between sections and externally, where these strengthen academic disciplines and promote scholarship in the wider European and international contexts.
3. To promote the Academia Europaea mission within the membership and externally and to seek collaboration and cooperation where this will assist in delivery of the objectives of the trust.
4. To help the Council seek and secure external support for the Academia Europaea to deliver agreed objectives
5. To undertake active communication with the members.

Specific Section targets and objectives.

Section committees will work towards the delivery of the strategic plan approved by Council through development of their own 'plans of activity'.