

SCAR Rules of Procedure

1. Membership of SCAR

1.1 National Membership

- 1.1.1 Applications for National Membership must be addressed in writing to the Secretariat of SCAR. It is strongly recommended that the Secretariat be consulted before the application is prepared.
- a. Applications shall be submitted through the national organization adhering to ICSU or nominated by a national organization adhering to ICSU.
 - b. If a country has no national organization adhering to ICSU, advice of the Secretariat of SCAR should be sought.
 - c. The completed application must be received at least six months in advance of the next SCAR Meeting of Delegates. The SCAR Secretariat shall promptly convey copies of such applications to national committees.
 - d. The Delegate and Alternate Delegate appointed to represent the National Member should be scientists directly involved in Antarctic Science.
- 1.1.2 Applications for National Membership must include a statement of the national organization's agreement with the principles of protection of the environment recommended by SCAR (see Annex 1).

1.2 Associate Membership

- 1.2.1 Applications for Associate Membership shall be submitted in writing to the SCAR Secretariat and shall be accompanied by a statement of what the applicant hopes to contribute to and/or gain from SCAR. In most instances application for Associate Membership will precede application for full membership.
- 1.2.2 Associate Members may apply for recognition as Full Members when they have established an active programme of Antarctic research.

1.3 Full Membership

- 1.3.1 Applicants for Full Membership must have an active national programme of scientific research in the Antarctic that:
- a. is not restricted to a single field of scientific activity;
 - b. is directed towards scientific objectives, priorities and recommendations identified by SCAR;
 - c. includes or foresees scientific exchange and co-operation with other National Members of SCAR; and
 - d. includes scientific results of Antarctic research published in journals or other publications of recognized standard.
- 1.3.2 When applying for Full Membership of SCAR, the national organization concerned must present a short statement in writing of its

achievements in and proposed continuing programme of scientific research in the Antarctic.

1.4 Union Membership

- 1.4.1 Any Union of ICSU that so desires may become a Union Member of SCAR. Applications for Union Membership shall be submitted to the SCAR Secretariat accompanied by a statement regarding the interest of the Union in SCAR activities.

1.5 Honorary Membership

- 1.5.1 Individuals who have given outstanding service to SCAR may be nominated by the SCAR Executive to a Meeting of Delegates for election as Honorary Members.
- 1.5.2 Honorary Members shall have the right to attend all meetings of the SCAR and to participate in all discussions Scientific Meetings and the Meeting of Delegates but they have no vote.

1.6 Termination of Membership

- 1.6.1 A Member wishing to resign from SCAR in good standing must give three months notice in writing to the SCAR Secretariat and have paid all due contributions.
- 1.6.2 Any Full Member that has not been active in the Antarctic for four years or has not been active in SCAR for four years or is in arrears in its contributions by two years shall be asked to decide whether it wishes to adhere as an Associate Member or to withdraw from SCAR.
- 1.6.3 Any Associate Member that is in arrears in its contribution by two years may be deemed to have ceased to be an Associate Member.

2. Election of Officers

- 2.1 Election of the President and Vice-Presidents occurs at the Meeting of Delegates according to the following rules:
- a. All Delegates and Alternate Delegates of Full Members are eligible for election to the Office of President and the four Offices of Vice President subject to the terms of Section 8 of the SCAR Constitution.
 - b. Written nominations for officers require the support of a proposer and a seconder who are Delegates or Alternate Delegates and who represent different Full Members present at the Meeting.
 - c. Proposers shall obtain the signature of the nominee on the nomination form certifying that the nominee is willing to stand for election and will carry out the duties of the office if elected.
 - d. Nomination forms with names of proposers and seconders shall be handed to the Executive Secretary of SCAR by 18:00 hours on the second day of the Meeting of Delegates at which elections are to take place.
 - e. Without disclosure of the origins of the nominations, the Meeting of Delegates shall be informed in writing on the third day of the meeting of the names of those nominated.

- 2.2 If a serving Vice-President is a candidate for President and is not elected, then the serving Vice-President will complete the existing term of office.
- 2.3 If a serving Vice-President is elected President, an election or elections shall be held to fill the vacancy so left for the remainder of the original term.
 - a. Nominations for such a replacement shall be collected according to pertinent provisions in Section 2.1 above and shall be subsequently announced as soon as feasible.
 - b. Elections shall take place in the following day according to pertinent provisions in Section 3 below.
 - c. Individuals elected to fill vacancies shall be eligible for election for the following full term for that office.
- 2.4 Should an officer resign, become incapacitated, die, or cease to be a Delegate or Alternate Delegate at any time between SCAR Meetings, the remaining officers, after consulting National Committees of Full Members, may co-opt a replacement to serve until the next SCAR Meeting at which time an election will be held to elect a replacement for the remainder of the unexpired term.

3. Election Procedures

- 3.1 The provisions of Section 8 of the SCAR Constitution shall determine the ultimate eligibility of any Delegate or Alternate Delegate to run for office. In particular the provision that Officers of SCAR must be from different Full Members shall prevail.
 - a. If there are two candidates from a single Full Member, the election of one shall eliminate the second from election to any office during the term of the first elected officer from that Full Member.
- 3.2 All elections shall be by secret ballot of the Voting Members present and the ballot shall be counted by a panel of three scrutineers appointed by the President with the approval of the Delegates.
- 3.3 Each Full Member and each Union Member shall be entitled to one (1) vote in each election.
 - a. In the event that a Delegate or Alternate Delegate represents more than one member with voting rights, that Delegate shall have one vote for each Voting Member represented.
- 3.4 In those years when the Constitution requires the election of a President, the election to fill that office will be held prior the elections for other offices. Normally two Vice-Presidents will be elected by the Meeting of Delegates in the same year as the President. The two other Vice Presidents will be elected by the Meeting of Delegates two years later.
- 3.5 Separate elections will be held for each of the Vice-Presidents.
 - a. After the first election all the unelected candidates shall be eligible for the second election.
 - b. Following the election of the two Vice-Presidents, there shall be no differentiation between the individuals elected in the first and second elections.

- 3.6 If there is a single nomination for a given office, the election of that nominee shall be by acclamation.
- 3.7 If there are two candidates for a given office, a ballot shall be prepared and distributed. Each Voting Member shall cast one vote for one of the candidates, and election shall be by simple majority of the total votes cast for candidates. In the event of a tie, another ballot shall be prepared and distributed. Another vote shall be held. If the tie prevails, the election shall be decided by the toss of a coin.
- 3.8 If there are more than two candidates for a given office, a ballot shall be prepared listing all nominees.
 - a. A vote shall be held with each Voting Member casting one vote for one of the candidates.
 - b. If one candidate receives more than 50 percent of the total votes cast for the candidates, that person shall be elected.
 - c. If no candidate receives more than 50 percent of the total votes cast for candidates, the name of the candidate receiving the fewest votes will be dropped. In the event of a tie, the name dropped will be decided by the toss of a coin. Thereafter, a new ballot will be prepared, and the procedure repeated until there are only two remaining candidates, after which the procedures of Section 3.7 above shall apply.
- 3.9 The newly elected officers will assume office at the close of the Meeting of Delegates at which they were elected.

4. Meetings

- 4.1 SCAR Meetings of Delegates and meetings of such SCAR Subsidiary Bodies as the Meeting of Delegates may have determined are normally held every two years.
- 4.2 The timing of such Meetings must take into account the availability of prospective participants who would be affected by the Antarctic operating season and by academic and other timetables.
- 4.3 SCAR Meetings will be scheduled as follows:
 - 4.3.1 SCAR Science Meetings will be held every other year at a venue selected by the previous meeting of Delegates. The Science Meetings will be accompanied by an Open Science Conference having a particular theme. The Standing Scientific Groups will ensure full participation in the Science Meeting by SCAR scientists, and will encourage the development of specialist sessions for the Conference and contributions to those sessions from the science community.
 - 4.3.2 The Meeting of Delegates will normally be held 3 months after the SCAR Science Meeting at a venue selected by the previous Meeting of Delegates.
 - 4.3.3 Meetings of the SCAR Executive will be held in conjunction with the SCAR Science Meeting. At this time the Executive Committees of SCAR and COMNAP will meet jointly. In alternate years the SCAR Executive will meet with the COMNAP Executive at the same time and venue as the COMNAP annual meeting.

- 4.3.4 The SCAR Executive Committee may hold special meetings as necessary.
- 4.4 Delegates of Associate Members may attend all activities at SCAR Meetings except sessions of the Meeting of Delegates for admittance of new members.
- 4.5 Recommendations adopted at previous Meetings of Delegates will be reviewed at each subsequent Meeting of Delegates and those regarded as having achieved their objectives will be allowed to lapse unless revised or re-adopted.
- 4.6 Specialized meetings of ad hoc groups of scientists called by the Meeting of Delegates or the Executive Committee should normally allow at least six months prior notice to participants.
- 4.8 The Chief Officers of Subsidiary Bodies of SCAR may be invited by the Executive Committee to attend parts of the Executive Committee meetings and Meeting of Delegates during which matters of relevance to their groups are being discussed.
- 4.9 The Report of the Meeting of Delegates is the formal record of the meeting and shall be distributed for comment to relevant bodies representing Full Members, Associate Members, and Union Members within sixty days of the close of the SCAR Meeting with a response from the relevant bodies due in an additional sixty days.
- 4.10 The Final Report of the Meeting of Delegates shall be forwarded to the relevant bodies representing Full Members, Associate Members, and Union Members no more than six months from the close of the Meeting of Delegates detailed in the Report

5. Observers at SCAR Meetings

- 5.1 Observer status at SCAR Meetings of Delegates and at Meetings of Subsidiary Bodies may be granted by SCAR by invitation or on request of the interested party.
- 5.2 No more than one representative from each invited organization may take part in any Meeting of Delegates
- 5.3 Applications for observer status should be directed to the SCAR Secretariat by the interested organization or individual at least two months in advance of a meeting
 - 5.3.1 Applicants for Observer status will be notified by the SCAR Secretariat regarding the status of their application for Observer status.
- 5.4 Observers may attend all activities at SCAR Meetings except meetings of the Executive Committee, the Finance Committee and sessions of the Meeting of Delegates for admittance of new members, for election of officers, discussion of SCAR strategy and for adoption or modification of the SCAR Constitution, SCAR Rules of Procedure, and Rules of Procedure for SCAR Subsidiary Bodies and any other sessions that the Chairman of the meeting may decide.
- 5.5 At the discretion of the meeting chairman, Observers may participate in discussions but they do not have voting rights.

6. Finance

- 6.1 The income of SCAR comes largely from its Members who contribute by category. There are four categories (A–D) for Full Members and one category (E) for Associate Members see (see Appendix 2). The level of contribution in each category is determined by Meetings of Delegates on recommendation of the Standing Committee on Finance which is required to specify reasons for recommending any change.
- 6.2 Full Members select the category in which they will contribute annually to SCAR according to their own assessment of the scale of their national scientific activity in the Antarctic.
- 6.3 Associate Members contribute to SCAR in a separate category at a level lower than Full Members.
- 6.4 A proposal to increase national contributions must be announced to National Committees at least six months in advance of a Meeting of Delegates, for such an increase to become operative at the beginning of the following financial year (1 January).
- 6.5 A proposal to increase national contributions introduced at a Meeting of Delegates will, if approved become operative at the beginning of the second following financial year.
- 6.6 SCAR does not pay the expenses of national representatives, Union Members or Honorary Members to attend meetings of SCAR or of its Subsidiary Bodies but may pay travel and per diem expenses of:
 - a. Members of the Executive Committee attending meetings of the Executive Committee if such meetings are not at the same time and venue as the Meeting of Delegates or the SCAR Science Meeting.
 - b. Chief Officers of Standing Scientific Groups and Standing Committees attending meetings of the Executive Committee not held in conjunction with a SCAR Meeting of Delegates.
 - c. Persons appointed by SCAR to attend meetings at which it is necessary for SCAR to be represented.
 - d. In exceptional cases SCAR may consider applications for travel funds from Chief Officers to attend meetings of their Subsidiary Body.
- 6.7 Budget estimates are approved at each Meeting of Delegates on the advice of the Executive Director and the Standing Committee on Finance.
- 6.8 Subsidiary bodies of SCAR are encouraged to approach other international organizations for financial support for their activities but should keep the SCAR Secretariat and Executive Committee advised of these efforts.
- 6.9 The President of SCAR in consultation with the Executive Committee may authorize unforeseen expenditure.

7. Distribution of SCAR Documents

- 7.1 Distribution of SCAR documents will be by electronic methods on the relevant portion of the SCAR Web Site. Notification of the posting of such documents will be sent to the Delegates, Alternate Delegates, National Committees, Union Members, and Honorary Members. Posting of these documents will be considered as publication.
- 7.2 The SCAR Secretariat will ensure that all SCAR documents transmitted electronically are archived in both electronic and hard copy within the SCAR Secretariat. One or more official archive depositories at geographically separate localities will be selected by the SCAR Executive Committee.
- 7.3 A list of Polar libraries should be compiled and appropriate electronic publications transmitted to them on a routine basis.

8. Decision-taking Procedures

- 8.1 Except in the case of elections of officers (see section 3 above), decisions taken by the Meetings of Delegates shall be by consensus of the voting members present and taking part.
- 8.2 Except in the case of an election or where otherwise specified, decisions taken by SCAR Subsidiary Bodies shall be by consensus of voting members present and taking part in a meeting.

9. Quorum

- 9.1 Meetings of Delegates and meetings of the Executive Committee must have a quorum of at least 50 percent of their voting members.
- 9.2 Formal meetings of SCAR Subsidiary Bodies must have a quorum of at least 75 percent of those voting members (or their previously designated alternates) whose attendance has been registered in advance with the SCAR Secretariat.

10. Reports to SCAR

- 10.1 Each National Committee of a Full Member shall submit a National Report each year to the Executive Committee of SCAR for distribution no later than 30 June, in accordance with guidelines provided by the SCAR Secretariat.
- 10.2 SCAR Subsidiary Bodies shall submit a report of their activities to the SCAR Secretariat.

11. Presidency

- 11.1 The President shall be the Chairman of all Meetings of Delegates and of the Executive Committee.
- 11.2 In the event that the president is not available, the members of the Executive Committee shall elect one of the Vice-Presidents as temporary Chairman of the Meeting of Delegates.

- 11.3 With the approval of the Executive Committee, responsibility for a particular duty normally discharged by the President may be delegated to a Vice-President or another person.
- 11.4 The President shall be assisted by the staff of the SCAR Secretariat in the conduct of presidential responsibilities.

12. Modification of the Constitution and Rules of Procedure

- 12.1 Proposed amendments to the Constitution must be presented in writing to a Meeting of Delegates. Proposed amendments will be considered for approval at the next Meeting of Delegates.
- 12.2 A proposal to change the SCAR Rules of Procedure must be circulated to National Committees at least 6 months in advance of the Meeting of Delegates at which the change is to be proposed for adoption.

13. Secretariat

- 13.1 SCAR shall establish a Secretariat with an Executive Director and appropriate staff responsible to the SCAR Executive Committee.
- 13.2 The Secretariat is responsible for maintaining the daily operation of SCAR, including
 - a. communication with the National Committees, Delegates and Alternate Delegates, the Executive Committee, and the Chief Officers of SCAR Subsidiary Bodies;
 - b. communication with ICSU and other international science organizations as appropriate;
 - c. publication of the quarterly *SCAR Bulletin*;
 - d. publication of other SCAR material as required.
- 13.4 The responsibilities of the Executive Director include *inter alia*:
 - a. the preparation of budgets and the administration of SCAR finances to include the provision of quarterly financial reports to the Executive Committee and the Chief Officers;
 - b. attending and servicing meetings of the Executive Committee and the biennial SCAR Meeting;
 - c. polling National Committees regarding attendance of their members at scheduled SCAR Science Meetings and at the Meeting of Delegates.
 - d. attending and servicing other meetings of SCAR and its Subsidiary Bodies as directed by the Executive Committee
 - e. representing SCAR at meetings of other organizations as directed by the Executive Committee.
 - f. Such other duties as assigned by the Executive Committee or the Meeting of Delegates.

14. Transitory Provisions

- 14.1 Changes to the SCAR Rules of Procedure shall become effective immediately following the SCAR Meeting of Delegates at which they are approved and adopted.