

SCAR RULES OF PROCEDURE (July 16, 2008)

All defined terms in these Rules shall, unless the context requires otherwise, have the same meanings as set out in the Articles of Association.

1. Membership of SCAR

1.1 Applications for Membership:

- 1.1.1 must be addressed in writing to the Secretariat of the Charity;
- 1.1.2 should be made after consultation with the Secretariat;
- 1.1.3 must include a statement of the national organisation's agreement with the principles of protection of the environment recommended by the Charity (available on request from the Secretariat);
- 1.1.4 shall be submitted by the national organisation adhering to ICSU, or by a national organisation nominated by the national organisation adhering to ICSU, or by some other means if a country has no national organisation adhering to ICSU, in which case advice should be sought from the Secretariat;
- 1.1.5 must be received at least six months in advance of the next Meeting of Delegates;
- 1.1.6 must promptly be conveyed by the Secretariat to all national committees.

1.2 Applicants for Full Membership:

- 1.2.1 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 the Charity;
 - c. includes or foresees scientific exchange and co-operation with other Members; and
 - d. includes publication of scientific results of Antarctic research in journals or other publications of recognised standard;
- 1.2.2 Applications must include a short statement in writing of the applicant's achievements in and proposed continuing programme of scientific research in the Antarctic;
- 1.2.3 Applications may be submitted by Associate Members when they have established an active programme of Antarctic research.

1.3 Applications for Associate Membership:

- 1.3.1 are usually expected to precede application for full membership; and
- 1.3.2 shall be accompanied by a statement of what the applicant hopes to contribute to and/or gain from the Charity.

1.4 Union Membership

- 1.4.1 Any Union of ICSU may become a Union Member of the Charity, provided it has an interest in Antarctic scientific activities.
- 1.4.2 Applications for Union Membership shall be submitted to the Secretariat accompanied by a statement regarding the interest of the Union in the Charity's activities.

1.5 Honorary Membership

- 1.5.1 Individuals who have given outstanding service to the Charity may be nominated by the Directors to a Meeting of Delegates for election as Honorary Members.
- 1.5.2 Honorary Members shall have the right to attend all meetings of Members of the Charity and to participate in all discussions at Scientific Meetings and the Meeting of Delegates, but not to vote.

2. Election Procedures for Directors

- 2.1 The provisions of Article 12 of the Articles of Association shall determine the ultimate eligibility of any Delegate or Alternate Delegate to run for office. 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.
- 2.2 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.
- 2.3 Each Full Member and each Union Member shall be entitled to one vote for each vacant post. If a Delegate or Alternate Delegate represents more than one member with voting rights, that Delegate or Alternate Delegate shall have one vote and receive one ballot form for each Voting Member represented.
 - 2.3.1 The current President does not have a vote in the ballot. The President's vote, as the Delegate or Alternate Delegate of a Full Member, shall be held by the Alternate Delegate or Delegate, respectively, of that Full Member;
- 2.4 In those years when the election of a President is being addressed, the election to fill that office will be held prior the elections for the vacant offices of Vice President.
 - 2.4.1 In the event of a tie between two or more candidates for the office of President, another ballot shall be prepared with the names of the tied candidates only, and another vote shall be held. If a tie prevails, without announcing that there is a tie, the current President shall exercise a casting vote and announce the election of the new President
 - 2.4.2 If there is a single candidate only for the office of President, that candidate shall be declared elected [by acclamation].
 - 2.4.3 Each unsuccessful candidate in the election for President will be added automatically to the list of candidates for the election of Vice Presidents, unless a candidate chooses to withdraw from that election.

- 2.5 One election will be held for all of the vacant Vice-President offices. These will be dealt with sequentially, with each Vice President being elected on a majority vote. A single ballot shall be prepared listing all candidates for the vacant Vice-President offices. Each voting Delegate or Alternate Delegate may cast one vote for each vacancy. The candidates with the most votes (simple majority) will be elected.
- 2.5.1 In the event of a tie between a number of candidates equal to the number of vacancies, then all candidates will be declared elected.
- 2.5.2 In the event of a clear winner and a tie between a number of candidates equal to the number of vacancies remaining, then all candidates will be declared elected.
- 2.5.3 In the event of a clear winner and a tie between a number of candidates greater than the number of vacancies remaining, the clear winner will be declared elected to one vacancy and a second ballot listing the names of the tied candidates only will be prepared. If a tie between more candidates than the remaining number of vacancies prevails, without announcing that there is a tie, the President shall exercise a casting vote or votes according to the number of vacancies remaining and announce the election of the remaining Vice-President(s).
- 2.5.4 In the event of two clear winners and a tie between a number of candidates greater than the number of vacancies remaining, the clear winners will be declared elected to two vacancies and a second ballot listing the names of the tied candidates only will be prepared. If a tie between more candidates than the remaining number of vacancies prevails, without announcing that there is a tie, the President shall exercise a casting vote or votes according to the number of vacancies remaining and announce the election of the remaining Vice-President(s).
- 2.5.5 Following the election of the two Vice-Presidents, there shall be no differentiation between the individuals elected.
- 2.6 Each candidate for the office of President shall be invited to make a presentation of no more than 10 minutes to the Meeting of Delegates prior to the election for the office of President. There shall be no questioning of the candidate after the presentation, and the election for President will be held immediately following the presentation of the last candidate.
- 2.7 No person shall be appointed as a President or Vice-President unless a nomination form is submitted to the Secretariat by 17:00 on the second day of the Meeting of Delegates at which elections are to take place which:
- 2.7.1 is signed by the person proposed to be appointed confirming that they are willing to stand for election and will carry out the duties of the position if elected; and
- 2.7.2 is signed by a proposer and a seconder in support of the nomination who are Delegates or Alternate Delegates representing different Full Members present at the Meeting of Delegates, and the Secretariat shall inform the Meeting of Delegates in writing of all nominations on the morning of the third day of the Meeting of Delegates.

- 2.8 If a serving Vice President is a nominee for President the following shall apply:
- 2.8.1 if the serving Vice President is not elected as President, the serving Vice President shall complete his or her existing term of office;
 - 2.8.2 if the serving Vice President is elected as President, elections shall be held to fill the vacancy left for the remainder of the term of office in accordance with the Rules of Procedure. An officer (Director) elected pursuant to this paragraph shall be eligible for election for a further full term of office following the expiry of the remainder of the existing term.
- 2.9 The newly elected officers will assume office at the close of the Meeting of Delegates at which they were elected.
- 2.10 Consistent with Article 12.2, an officer who retires at a general meeting may enter his or her name in the election for re-appointment immediately or at any subsequent election, provided that the maximum time served in the same position consecutively (i.e. as President or Vice President) is no more than eight years, and that if an officer has served in that position for eight years consecutively they may not be re-elected until four years have passed.

3. Meetings

- 3.1 The timing of Meetings of Directors and Delegates and of Working Groups must take into account the availability of prospective participants who would be affected by the Antarctic operating season and by academic and other timetables.
- 3.2 Meetings will be scheduled as follows:
- 3.2.1 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 encourage full participation in the Science Meeting by scientists, and will encourage the development of specialist sessions for the Conference and contributions to those sessions from the science community;
 - 3.2.2 the Meeting of Delegates will normally be held in association with the Open Science Conference at a venue selected by the previous Meeting of Delegates;
 - 3.2.3 meetings of Directors will be held in accordance with Article 16 of the Articles of Association, with the proviso that one of the annual meetings will take place in conjunction with the Science Meeting, while in intervening years one will be held in conjunction with the annual COMNAP meeting, unless otherwise agreed with COMNAP;
 - 3.2.4 the Directors will meet jointly with the Executive Committee of COMNAP (a) in conjunction with the Science Meeting, and (b) in intervening years in conjunction with the COMNAP annual meeting, unless otherwise agreed with COMNAP.
- 3.3 Delegates of Associate Members may attend all activities at the Meetings of Delegates except sessions of the Meeting of Delegates for admittance of new members.

- 3.4 Recommendations and Resolutions on scientific and technical matters 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.
- 3.5 Specialised meetings of ad hoc groups of scientists called by the Meeting of Delegates or the Board of Directors should normally allow at least six months prior notice to participants.
- 3.6 The Chief Officers of Working Groups of the Charity may be invited by the Board of Directors to attend parts of the Meetings of Directors and Meetings of Delegates during which matters of relevance to their groups are being discussed.
- 3.7 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 thirty days of the close of the Meeting with a response from the relevant bodies within thirty days of the receipt of the draft report.
- 3.8 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 three months from the close of the Meeting of Delegates detailed in the Report.
- 3.9 The Working Groups shall be formed, managed and operated in accordance with the provisions of Rules of Procedures for Working Groups as set out in the attached Schedule [to be finalized at the Executive Committee meeting in summer 2009].

4. Observers at SCAR Meetings

- 4.1 Observer status at Meetings of Delegates and at Meetings of Working Groups may be granted by the Charity by invitation or on request of the interested party.
- 4.2 No more than one representative from each invited organisation may take part in any Meeting of Delegates.
- 4.3 Applications for observer status should be directed to the Secretariat by the interested organisation or individual at least two months in advance of a meeting.
 - 4.3.1 Applicants for Observer status will be notified by the Secretariat regarding the status of their application for Observer status.
- 4.4 Observers may attend all activities at Meetings except meetings of the Directors, the Finance Committee and sessions of the Meeting of Delegates for admittance of new members, or for election of officers, and any other sessions that the Chairman of the meeting may decide.
- 4.5 At the discretion of the meeting chairman, Observers may participate in discussions but they do not have voting rights.

5. Finance

- 5.1 The income of the Charity 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. 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.
- 5.2 Full Members select the category in which they will contribute annually to the Charity according to their own assessment of the scale of their national scientific activity in the Antarctic.
 - 5.3 Associate Members contribute to the Charity in a separate category at a level lower than Full Members.
 - 5.4 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).
 - 5.5 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.
 - 5.6 The Charity does not pay the expenses of national representatives, Union Members or Honorary Members to attend meetings of the Charity or of its Working Groups but may pay travel and per diem expenses of:
 - 5.6.1 Directors attending Meetings of the Directors if such meetings are not at the same time and venue as the Meeting of Delegates or the Science Meeting;
 - 5.6.2 Chief Officers of Standing Scientific Groups and Standing Committees attending Meetings of the Directors not held in conjunction with a Meeting of Delegates;
 - 5.6.3 persons appointed by the Charity to attend meetings at which it is necessary for SCAR to be represented;
 - 5.6.4 in exceptional cases the Charity may consider applications for travel funds from Chief Officers to attend meetings of their Working Groups.
 - 5.7 Budget estimates are approved at each Meeting of Delegates on the advice of the Executive Director and the Standing Committee on Finance.
 - 5.8 Working Groups are encouraged to approach other international organisations for financial support for their activities but should keep the Secretariat and Directors advised of these efforts.
 - 5.9 The President in consultation with the Directors may authorise unforeseen expenditure.
 - 5.10 The Charity may solicit gifts, including equipment and expertise, donations, and grants from corporations, foundations, government agencies and individuals, may set up a Development Committee to oversee this process, and will publicly recognise what has been received, from whom, and how it is to be used.

6. Distribution of Documents

- 6.1 Distribution of documents will be by electronic methods on the relevant portion of the Charity Web Site (currently www.scar.org). 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.

- 6.2 The Secretariat will ensure that all documents transmitted electronically are archived in both electronic and hard copy within the Secretariat. One or more official archive depositories at geographically separate localities will be selected by the Directors.
- 6.3 A list of Polar libraries should be compiled and appropriate electronic publications transmitted to them on a routine basis.

7. Reports

- 7.1 Each National Committee of a Full Member shall submit a National Report each year to the Board of Directors for distribution no later than 30 June, in accordance with guidelines provided by the Secretariat.
- 7.2 Working Groups shall submit a report of their activities to the Secretariat annually in accordance with guidelines provided by the Secretariat
- 7.3 Reports of SCAR meetings should be accompanied by an action list indicating who is responsible for what action and in what time frame, as the basis for the development of inter-sessional work programmes.

8. Modification of the Memorandum and Articles of Association and Rules of Procedure

- 8.1 Proposed amendments to the Memorandum and Articles of Association of Scientific Committee for Antarctic Research must be presented in writing to a Meeting of Delegates. Proposed amendments will be considered for approval at the next Meeting of Delegates or by Member approval.
- 8.2 A proposal to change the 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.
- 8.3 Changes to the Rules of Procedure shall become effective immediately following the Meeting of Delegates at which they are approved and adopted, unless determined otherwise by the Delegates.

9. Secretariat

- 9.1 The Charity shall establish a Secretariat with an Executive Director and appropriate staff responsible to the Directors.
- 9.2 The Secretariat is responsible for maintaining the daily operation of the Charity, including
 - 9.2.1 communication with the National Committees, Delegates and Alternate Delegates, the Directors, and the Chief Officers of Working Groups;
 - 9.2.2 communication with ICSU and other international science organisations as appropriate;
 - 9.2.3 publication of the quarterly *SCAR Bulletin*, including the annual report;
 - 9.2.4 publication of other material as required;

- 9.2.5 assisting the President in the conduct of the Charity's business.
- 9.3 The responsibilities of the Executive Director include *inter alia*:
 - 9.3.1 the preparation of budgets and the administration of the Charity's finances to include the provision of quarterly financial reports to the Directors and the Chief Officers;
 - 9.3.2 attending and servicing Meetings of the Directors and Meeting of Delegates;
 - 9.3.3 polling National Committees regarding attendance of their members at scheduled Science Meetings and at the Meeting of Delegates;
 - 9.3.4 attending and servicing other meetings of the Charity and its Working Groups as directed by the Directors;
 - 9.3.5 representing the Charity at meetings of other organisations as directed by the Directors;
 - 9.3.6 such other duties as assigned by the Directors or the Meeting of Delegates.