

Appointment of Officers and Executive Committee Members

As agreed by the General Assembly at the meeting on 22 May 2014.

1. Introduction

This paper formalises Eurachem procedures in the following areas:

- Membership of the Executive Committee;
- Election procedure;
- Appointment and review of Working Groups;

2. Executive Committee

2.1 Executive Committee membership

The executive committee shall consist of

- i. The Chair of Eurachem
- ii. Vice-Chair
- iii. The immediate Past Chair ("Past Chair")
- iv. Secretary
- v. Treasurer
- vi. Up to six Ordinary Members as required to ensure the Executive is representative of the General Assembly.
- vii. One representative of each active Working Group

In the event of a vote within the Executive Committee, each of the above members will have one vote. The Chair may exercise an additional casting vote.

The Executive Committee may also co-opt additional non-voting members for specific purposes as necessary for effective management, subject to prompt notification of GA members of any such co-option.

3. Appointments

3.1 Chair and Vice Chair

Elections will be held for the position of Vice Chair every two years. At the expiry of that term of office, the Vice Chair will become the Chair and will hold that position for a further two years. Nominations for the Vice Chair can be put forward by any Committee member. The election will take place in a secret ballot of all General Assembly.

Should the Chair wish to step down before two years, the Vice Chair shall succeed immediately for a period of two years from the time of succession. If for any reason the post of Vice Chair becomes vacant, then it should be filled temporarily by the Past Chair until a new Vice Chair is elected.

3.2 Secretary and Treasurer

The Secretary shall be appointed by the General Assembly for a fixed 2 year term. The existing Secretary may be re-appointed.

The Treasurer shall be appointed annually for a one year term by the General Assembly. The existing Treasurer may be re-appointed. The post of Treasurer may be combined with another Executive post.

Should the Secretary or Treasurer be unable to complete their term of office, the Executive Committee shall make any interim appointment necessary for proper management, such appointment continuing until the next General Assembly.

3.3 Ordinary Members

The six Ordinary members (covered by (vi) above) shall be elected at General Assembly meetings for a fixed 3-year term of office which may be renewed.

No more than two Ordinary Members should normally be appointed to a full three year term in any one membership year. Where the number of Ordinary Members is reduced by changes in responsibility or other factors, additional Ordinary Members may be appointed with reduced term of office such that no more than two Ordinary Member terms expire naturally within the same membership year.

Ordinary members are elected as individuals and not as representatives of their national organisation and shall not therefore send deputies to Executive meetings in the event of their own absence.

3.4 Working Group representatives

Representatives of active Working Groups (normally the Working Group Chair) shall be appointed by their respective Working Group. Where a Working Group representative is unable to attend a particular meeting an alternative representative may attend at the discretion of the Working group Chair.

3.5 Elections at general Assembly meetings

With the exception of the appointment of Chair and Vice Chair, elections may be by a show of hands of those present and entitled to vote. If any member requests a ballot prior to moving to vote, or at the direction of the Chair, a ballot shall be held.

3.6 Postal votes

At the discretion of the Executive Committee, any election may be conducted by post, electronic mail or other electronic means prior to the General Assembly at which the appointment takes effect. Where an election is conducted by correspondence, a minimum of thirty calendar days shall be allowed for return of voting papers.

3. Working Groups

Each working group shall elect a Chair who is responsible for the activities of the working group and, under normal circumstances, will act as its representative on the Executive (see 2.1(vii) above).

The working group representative is required to present a brief report of past and future actions at each Executive meeting. Working groups are additionally expected to report annually to the General Assembly. Should the Executive or the GA consider that a working group is no longer maintaining a viable programme, the Executive may take any action necessary to improve progress, including but not limited to requesting further reports, requiring revision of the working group's strategy and proposed work programme, requesting or appointing additional members, appointment of an alternative Chair, or directing that the group liaise with other active working groups or organisations.

Where a working group has completed or is unable to complete its proposed programme, the working group should either be considered dormant or should be permanently disbanded.

Note: A dormant working group retains a chair and list of members so that any queries within its remit may be addressed, but does not otherwise maintain an active work programme. A dormant working group may reconvene with Executive approval if further work becomes necessary.