

Guidelines for the Governance of the International Society for Biocuration (ISB)

Article 4 modified by executive Board on May 28, 2010

Following are the guidelines for the governance of the International Society for Biocuration approved by the Executive Committee as mentioned in the Constitution. The guidelines can be modified by proposition of a member of the Executive Committee and do not need to be accepted by the general assembly. These guidelines are available to all the Society members.

1. **Membership renewal**

- Yearly on June 1st.

2. **Executive Committee electoral process**

- The use of a free tool to manage on-line elections is favored.
- All fully registered members of the ISB at the time of election start are eligible to vote during the election.
- The voting period shall be open for a minimum of one week (7 calendar days) and a maximum of 2 weeks (14 calendar days).
- The voting period shall be announced to all society members at least 2 weeks (14 calendar days) in advance of the first day of voting.
- Results are made public not later than 2 working days after the election terminates.

3. **Candidates for ISB executive board**

- All fully registered members of the ISB can be candidate for membership on the Executive Committee.
- Members must submit their candidacy no later than 1 week (7 calendar days) prior to the election start and in accordance to the candidacy schedule set up by the Nominating Committee.
- Potential conflicts of interest from a candidate should be disclosed to the Nominating Committee prior to elections

4. **Recommendations for setting up Nominating Committee:**

As per the Constitution, *the Nominating Committee is an ad hoc body composed of 5 members elected by the general meeting following the recommendation of the Executive Committee.*

- The nominating committee composition should reflect the geographical distribution and the domain distribution of the society members.
- Candidacy for the nominating committee can be proposed by the Executive Committee.
- ~~- Members of the Nominating Committee can run for a position on the Executive Committee.~~
- Members of the Nominating Committee cannot run for a position on the Executive Committee.

- Members of the Executive Committee cannot be on the Nominating Committee.
- The Nominating Committee will make sure the candidates for the Executive Committee are eligible e.g. candidates must be fully registered members of the society upon submission of their candidacy.
- The Nominating Committee may ask members of the society to run for election.
- The Nominating Committee will set up a calendar for the members of the society to submit their candidacies.
- The Nominating Committee will make sure only candidacies received in accordance to the candidacy calendar are retained.
- The Nominating Committee will ensure that the final list of candidates proposed for the election reflects the geographical and the domain of interest distribution of the society members.
- The number of candidates proposed by the nominating committee should be less than three times the number of positions to be filled. An internal election may be required. In that case, if a member of the Nominating Committee is also candidate, he/she will not be eligible to vote.
- The Nominating Committee will ensure that candidates provide letters of intent for posting on the ISB website.

5. Instatements

- Nominating Committee is to be instated no earlier than 6 months prior to the election, no later than 4 weeks prior to election.
- Executive Committee is to be instated no later than 6 weeks after election (to allow some transition)
- President, Treasurer and Secretary of the executive committee are selected by an internal vote of the Executive Committee upon instatement.
- The functions of President, Treasurer and Secretary cannot be filled by the same member for more 5 years in a row. There needs to be at least two years between the term of any member.

Society calendar:

- Instatement of the Nominating Committee: Early June
- Yearly election: mid-September
- Executive committee to be instated on November 1st

6. Executive Committee meetings

- The Executive Committee will meet approximately monthly.
- Decisions can be made by simple majority according to the Constitution, but whenever possible the ISB Executive Committee favors unanimous decisions.
- Highlights of the minutes will be posted on the ISB website (list of discussion topics and decisions).

7. Financial responsibility

- Spending must be approved by the Executive Committee. At the beginning of each year (and no later than March 31st), the Treasurer will

provide the Executive Committee with the list of planned expenses for the year to be preapproved, included (but not limited to): accounting fees, website registration fees, bank account management fees.

- Two members have authority to make transactions: the Treasurer and the President.

- The Executive Committee, in particular the Treasurer, must ensure that all financial transactions are recorded and made available to the Executive Committee.

- The Executive Committee, in particular the Treasurer, must ensure that the Society abides by the fiscal law of the incorporation country.

- Financial statements must be shared with the executive committee at least yearly, no later than March 31st.

8. Conflicts of interest

- Potential conflicts of interest from a member of the Executive Committee should be disclosed to the other members of the Executive Committee.

May 28, 2010

Accepted by the Executive Committee

Pascale Gaudet, President
Lorna Richardson, Secretary
Lydie Bougueleret, Treasurer
Teresa Attwood
Alex Bateman
Tanya Berardini
Tadashi Imanishi
Owen White
Ioannis Xenarios