



## Rules of Procedure

### Preamble

The purpose of the association “European Citizen Science Association (ECSA)” (“Verein der europäischen Bürgerwissenschaften e.V.”) is the advancement of science and research in the area of citizen science in a Europe where citizens are valued as a key component advancing knowledge about the sustainable development of our world (ECSA Statutes §2).

The bodies of the association are (ECSA Statutes §4-10):

1. the General Assembly (GA) (German “Mitgliederversammlung”);
2. the Executive Board (EB) (German “Vorstand”);
3. the Board of Directors (BoD) (German “Vorstandsrat”);
4. the Advisory Board (AB) (German “Beirat”);
5. the Working Groups (WGs) (German “Ausschüsse”);
6. the Secretariat (German “Sekretariat”) (also called Headquarters);

Established by the ECSA General Assembly in November 2014

7. the Steering Committee (SC) (German “erweiterter Vorstandsrat”).

As ordered by the ECSA Executive Board in November 2014, the association establishes these Rules of Procedure in accordance with the ECSA statutes in order to specify the rules and procedures associated with the execution of the association’s purpose and relevant bodies supplementing the fundamental provisions of the ECSA statutes.

### §1 General Provisions

- (1) The Rules of Procedure contain provisions which complement the Statutes of the Association. Amendments to the provisions of these Rules of Procedure, including the abolition of the provisions, may be made on the basis of a decision of the Steering Committee with a two-thirds majority provided that the proposed amendments and suspensions do not set aside the provisions contained thereon in the ECSA statutes.
- (2) The working language of ECSA is English. Being registered in Germany, the legal language of ECSA is German. In case of any discrepancies between the English and German versions of the Statutes, the German version, by law, will supersede.

## §2 ECSA Membership

### (1) General conditions

According to the ECSA constitution, all legal persons can become members of ECSA and enjoy certain membership rights according to §11 (7) of the ECSA constitution.

### (2) Eligibility criteria for membership

Full members of ECSA:

- are performing research on Citizen Science
- are taking part in Citizen Science activities and/or
- support Citizen Science e.g. via funding or via communication.

Members of the broader ECSA network of supporters, henceforth Supporters:

- support the idea of citizen science through various channels or activities.

The Executive Board can admit other Full members or Supporters at its discretion only in exceptional situations.

### (3) Admission procedures

Applications for membership may be submitted to ECSA at any time. Application reviews are conducted by the Steering Committee during one of its physical/online meetings or, if necessary, through an electronic consultation, at least once every quarter.

ECSA Headquarters will distribute a list of relevant applications to the ECSA Steering Committee. Steering Committee members shall review the list of applicants within one relevant calendar month of receipt from Headquarters. Board Members may request a copy of any relevant application. They shall affirm the application or not as the case may be (giving reasons only in the event of an objection) to the Headquarters by the expiration of the said calendar month. Silence will constitute an affirmation.

Minutes of the Steering Committee meeting register approved members. In case of an electronic consultation, the Minutes of the following Steering Committee meeting will register these new members. The Steering Committee recommends the admission of an applicant and its category of membership to the Executive Board which takes the final decision.

The ECSA Headquarters notifies the applicant of the decision on a timely basis.

Admission comes into force after the Executive Board decision and once the full amount of the membership fee has been received by bank transfer, or through other means of payment, at the ECSA headquarters.

Members who wish to change their membership category must notify the Executive Board in writing.

#### **(4) Membership fees**

Without previous written resignation (following the process described in Art. 5), the membership is automatically renewed and due each year.

Outstanding fees must always be paid before membership renewals. Members who did not pay their fees at the end of the calendar year will be considered to have resigned from ECSA membership unless the Executive Board decides otherwise. In order to join ECSA again, these organizations and individuals will have to submit a new membership application.

Membership fees are due within 90 days of receiving the confirmation of membership or the invoice. A ten percent administration fee is charged for late payments. All bank transaction fees must be paid by the applicant.

Membership fees are non-refundable.

#### **(5) Withdrawal of a member**

A member may resign at any time, without having to fulfil any special conditions. Resignation must be sent via email or in writing to the ECSA Headquarters.

Membership withdrawal is automatically accepted upon confirmation of receipt by Headquarters and effective at the end of the calendar year in which it has been notified.

A member who ceases to be part of ECSA forfeits all membership rights. Membership fees already paid will not be reimbursed.

#### **(6) Dismissal of a member**

A membership may be terminated by decision of the Executive Board based on a unanimous recommendation by Steering Committee members, present or represented, due to misconduct that in the opinion of the Steering Committee damages ECSA.

#### **(7) Procedures of appeal**

If an application for membership or membership category is rejected or a membership has been terminated then the affected party may appeal such a decision to the Executive Board with written support from two members matching the application category. The Executive Board shall confer with the membership of ECSA a majority of which must support the appeal for membership of ECSA to be granted to the appellant. Such an appeal must be completed within 60 days of the receipt of the appeal by the Executive Board and so notified to the appellant.

#### **(8) Duties of members**

Each member must:

- Provide the Headquarters with its contact details and keep ECSA informed in writing of any changes. All consequences and risks of a member not notifying ECSA of its address and email will be borne by the member.
- Designate its representative(s) to ECSA.
- Assist ECSA in its missions to the best of its ability and contribute to the life of ECSA.
- Provide any relevant data requested by ECSA to the best of its ability

Circulate any publicly oriented and relevant information issued by ECSA toward relevant targets and report on the progress of this action if requested by ECSA.

### §3 ECSA Steering Committee (SC) (German “Lenkungsausschuss”)

#### (1) Composition of the ECSA Steering Committee

The association shall be supported by a Steering Committee consisting of:

- the members of the Executive Board (chairman and assessor);
- the members of the Board of Directors;
- the Chairs of the ECSA Working Groups (Working Groups are established and dissolved by the ECSA General Assembly).

#### (2) Role of the ECSA Steering Committee

The ECSA Steering Committee shall perform the following functions:

- Provide strategic guidance and governance to ECSA, regarding the implementation of the work plan and execution of agreed activities;
- Assist the Executive Board in leveraging funding for ECSA and project co-financing;
- Assist in the participation of ECSA in projects and bids for funding according to the funding strategy;
- Advise the Executive Board on the admission of new ECSA members;
- Liaise with, inform and cooperate closely with relevant intergovernmental, non-governmental and other organizations active in the field of citizen science;
- Review and evaluate progress in the implementation of projects, and provide guidance for improvement to the Executive Board when necessary;
- Support the activities of any working group established by the ECSA General Assembly until such time as they are dissolved by it;
- Foster and support activities through the wider ECSA membership group and partners.

#### (3) Steering Committee Procedures

Requests to the Steering Committee shall be resolved after a period of two weeks unless an objection by any Steering Committee members is raised.

Decisions on strategies and the work program shall be made at Steering Committee meetings. The SC prepares decisions for the Executive Board (e.g. on membership requests) and the General Assembly (e.g. on the establishment / resolving of working groups, the budget, etc.).

Decisions on membership requests and on the participation of ECSA in project proposals and funding bids may be made via email discussion. The Secretariat shall maintain a list of applications of membership and communicate applications with the Steering Committee on a regular basis.

#### (4) Steering Committee Meetings

The Steering Committee shall hold at least two ordinary meetings per year in person or via

teleconference. An additional meeting shall be held when at least a third of the members of the Steering Committee or the ECSA Executive Board are asking for it.

Meetings shall be announced by the ECSA Headquarters in agreement with the Steering Committee at least two weeks in advance together with a proposed agenda. The provisional agenda for each session shall be drawn up by the ECSA Headquarters in consultation with the Steering Committee. The first item on the provisional agenda for each session shall be the adoption of the agenda. Steering Committee members shall circulate any reports or documents relevant to the agenda at least one week before the meeting unless no objection is made to a report or document tabled thereafter.

At the beginning of each meeting a chairperson shall be elected. The chairperson shall direct the discussion, shall accord the right to speak, ensure the observance of these rules, and announce decisions. The chairperson may also call a speaker to order if their remarks are not relevant to the subject under discussion and shall declare the closing of the meeting.

The Steering Committee is competent to take decisions when at least half of its members are present. The Steering Committee shall operate and take decisions on the basis of consensus. Where full consensus cannot be achieved, decisions are taken based on majority vote.

The Executive Board retains the right to veto Steering Committee decisions for such decisions concerning the legal status and fundamental orientation of ECSA as well as decisions that may cause significant financial risk for the association.

## **§4 ECSA Secretariat**

### **(1) Terminology**

The terms Secretariat and Headquarters can be used interchangeably.

### **(2) General Provisions**

The ECSA Executive Board will be serviced by the ECSA Secretariat, which is to be supplemented with the appropriate staffing for this purpose.

### **(3) Role of the ECSA Secretariat**

In close cooperation with and support of the Executive Board, Steering Committee, and the Working Groups the ECSA Secretariat shall provide the following services:

- a) Support the Executive Board in administrative, budgetary and other matters arising from the formal conduct of business of the association. For this purpose, the ECSA Secretariat may

prompt and sign financial commitments of up to 500€ if the Executive Board is informed and doesn't raise objections;

- b) Coordination of the implementation of the ECSA work programme and participation in the delivery;
- c) Establishment and maintenance of contacts with other ECSA bodies, ECSA members and potential members as well as with relevant intergovernmental, non-governmental and other organizations;
- d) Assistance in the organization of meetings, preparation of background documents, monitoring and reporting, drafting of reports/publications;
- e) Participation in dissemination activities to be organized to implement the work programme as well as in other intergovernmental fora and major scientific events;
- f) Participation in and contribution to fundraising activities;
- g) Maintenance of the ECSA website and other social platforms, such as Facebook or Twitter if they exist.

## **§5 Participation of ECSA in project proposals, funding bids and fundraising activities**

- (1) The Steering Committee takes on the mandate to define, during 2015, the criteria to decide on the participation of the ECSA as partner in project proposals and funding bids as well as a fundraising strategy and a list of sample activities for ECSA to contribute to projects in accordance with the ECSA Working Programme.
- (2) As a transitory arrangement, while these criteria are not yet adopted, the Executive Board is entitled to make decisions on such matters. One member of the Executive Board may entitle the other member of the Executive Board to decide alone in these matters. In such cases, proof has to be given of such entitlement.
- (3) The Steering Committee shall be informed in detail about project proposals and funding bids or other funding offers in good time before the deadline and funding bids and details shall be provided in a Steering Committee Meeting if possible.
- (4) Members of the Steering Committee shall observe the confidentiality of project proposals, funding bids or other funding offers and they shall announce potential conflicts of interest to the Secretariat.
- (5) The Secretariat shall maintain an up-to-date list of participations in a document shared with the Steering Committee.

## §6 ECSA Advisory Board Nomination Procedure

### **(1) General Conditions**

According to the ECSA statutes the Advisory Board consists up to 12 persons who are not members of ECSA. It advises ECSA on strategic and policy matters and comments upon the annual report and ECSA accounts.

Members of the Advisory Board can be nominated by any ECSA member. Members of the Advisory Board may be academics, political leaders, or eminent persons interested in citizen science. Ideally, they are influential across Europe. They represent research councils, regulatory organizations, government agencies and notably members of the public.

The General Assembly elects members of the Advisory Board for two years.

### **(2) Procedure for the nomination of candidates for the ECSA Advisory Board**

Every two years, at least two months before the ECSA General Assembly (GA), the ECSA Headquarters launches a call for the nomination of the ECSA Advisory Board.

Any member of ECSA is invited to send the ECSA Headquarters the name and contact information of eligible persons, according to the provisions of the statutes, at least 10 days before the GA. Any nomination must be accompanied by the CV or bio of the potential candidate and a cover letter of the ECSA member with a short description of the motivation.

The list of eligible Advisory Board candidates and the related short descriptions of the motivations will be distributed to ECSA members at least one week before the ECSA GA.

### **(3) Election of Advisory Board members**

During the GA, ECSA members vote for the members of the Advisory Board. The 12 candidates with most votes are elected to the Advisory Board. In case of draw, the Board of Directors, during the week after the GA, selects the candidates needed to complete the Advisory Board according to their credentials. Additional criteria, such as gender balance, geographical representation, representation of sectors or CS approaches will be taken into account.

The Board of Directors should arrange for the number of candidates not to be lower than six.

## §7 Representation of ECSA

- (1) All members of the Steering Committee may represent ECSA in public, i.e. giving presentations, holding talks, conducting citizen science activities on behalf of the association. If other members of ECSA wish to represent the association in public, this has to be consulted with the Secretariat.

- (2) Such activities and the ECSA position presented therein must be in accordance with the statutes, goals and current targets of the work program of the association.
- (3) The nature of the respective event, the context of the presentation of ECSA, and the main argument presented are to be announced before the respective event to the ECSA Secretariat.
- (4) The Secretariat supports ECSA members in this representation by providing the ECSA corporate design, logos and templates.
- (5) A copy of the original presentations (ppt or other editable formats) should be make available among the members of the Steering Committee, in order to keep each other informed on the different activities, maintain a shared approach in public presentations and take advantage from the contents, that could be re-used and adapted by the members in different occasions.

## **§8 Implementation**

The rules of procedure shall come into effect on September 4th 2015.