

Working Rules for ESO Committees

- 1) The chair and the committee members have to be ESO members.
- 2) A committee member should not be in more than 2 committees.
- 3) Each committee should have a minimum of 3 members and a maximum of 10 members.
- 4) Each committee's members must originate from a diverse range of principally European countries. If, exceptionally, two committee members are from the same country, they must derive from different institutions.
- 5) ESO encourages gender mix and the inclusion of able and active younger members.
- 6) Members of the Executive Committee or Board of Directors may also serve as members of up to two ESO Committees.
- 7) If committee members are inactive during their term of office and or are repeatedly unresponsive to email correspondence or meeting invitations, the chair may recommend replacing this member, subject to formal approval by the Executive Committee. Likewise, the Executive Committee may consider replacement of a committee chair on recommendation of the President.
- 8) In order to suggest a new committee member, a written proposal from the chair of the committee to the Executive Committee is necessary.
- 9) The term in office of committee chairs is 4 years.
- 10) The chair is appointed by the president with approval by the Executive Committee. The chair is usually selected among current members of the committee.
- 11) No person may chair more than one committee concurrently.

- 12) The members can stay for a maximum of 4 years. Exception: If the member is elected as a chair. In that case, the committee member/chair can stay for a maximum of 8 years.

In order to evaluate the work of each committee, they should submit a written report of activities to the Executive Committee by the end of each calendar year or when requested by the president.

The reports of activities will be summarised for and available for review by the ESO General Assembly.