

## 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.

Exceptions:

- 12.1 If the member is appointed as a chair.

In that case, the committee member/chair can stay for a maximum of 8 years.

- 12.2 If due to the regular rotation or for other reasons more than half of all committee members would have to leave the committee in one year, the tenure of one or more committee members may be extended by two years to ensure that half (and not more) of the committee members will stay in office. These committee members will have a maximum term in office of six years.

- 13) Guideline Committee / Board: In 2017 the Guideline Committee was transformed into a Guideline Board, consisting of the Guideline Steering Committee, Guidelines Preparation Workshop committee, Guideline Workshop committee, Guideline Publication Committee. In order to guarantee neutrality, no member of the Executive Committee or the Board of Director should be chair of the Guideline Committee.

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.